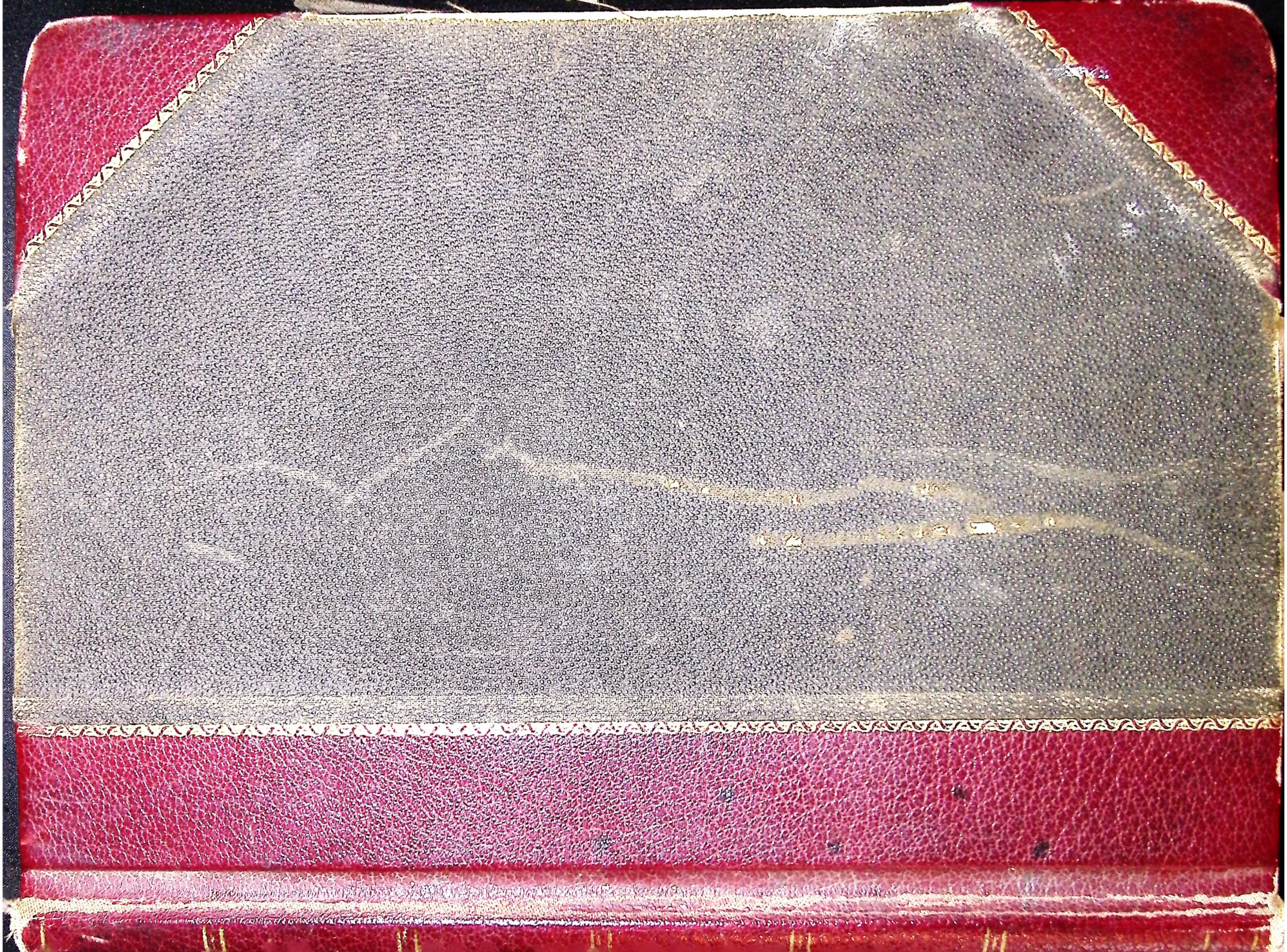

5396

ALBEMARLE HOSPITAL, INC.,

MINUTES BOOK.

ARTICLES OF INCORPORATION.

CERTIFICATE OF INCORPORATION #33101

OF

THE ALBEMARLE HOSPITAL, INCORPORATED.

This is to certify that we, the undersigned, do hereby associate ourselves into a non-stock corporation under and by virtue of the laws of the State of North Carolina, as contained in Chapter 22 of the Consolidated Statutes of North Carolina, entitled "Corporations", and the several amendments thereto, and to that end do hereby set forth:

I. The name of this corporation is The Albemarle Hospital, Incorporated.

2. The location of the principal office of the corporation in this state is Elizabeth City, N.C.

3. The objects for which this corporation is formed are:

(a) To maintain and operate, under the direction and supervision of skilled physicians and surgeons, an institution for the treatment of sick people and others in need of hospital service.

(b) To provide an adequate nursing service for the patients of the hospital and to establish and maintain a school for the training of professional nurses.

(c) To promulgate suitable rules governing the qualifications and conduct of those who render professional services to the sick people who come to the hospital for advice and treatment, and, in accordance with such rules and regulations, to provide for the organization of a medical staff composed of those physicians and surgeons who are permitted to practice in the hospital, which staff shall be known as the medical staff of the hospital. The duties of the medical staff shall be to consider the professional interest of the hospital, to review the professional work of its several departments at regular intervals and to advise the Incorporators as to how the professional work of the hospital may be improved.

(d) In order to properly prosecute the objects and purposes above set out, the corporation shall have full power and authority to purchase, lease and otherwise acquire, hold, mortgage, convey and otherwise dispose of, all kinds of property, both real and personal, both in this State and in all other States; to purchase the business, good will and all other property of any individual, firm or corporation as a going concern and to assume all its debts, contracts and obligations, provided said business is authorized by the powers contained herein; and generally to perform all acts which may be deemed necessary for the proper and successful prosecution of the objects and purposes for which the corporation is created.

4. The corporation is to have and issue no capital stock and is to be operated and maintained at actual cost and entirely without profit, making only such charges to its inmates and patients for rooms, beds, attention and services as will be adequate to defray its actual expenses and no more. Attendance of physicians and operations by surgeons are expenses to be under-taken and borne by inmates and patients themselves and are wholly matters of negotiations,

agreements and contracts between such inmates and patients and physicians or surgeons attending or ,operating,with which the corporation is in no wise concerned; provided, nevertheless and always,that physicians and surgeons rendering professional services to those who are treated in the hospital shall be selected from the medical staff of the hospital,or be such physicians or surgeons as are approved by the medical staff for practice in the hospital.

5. The names and post office addresses of the incorporators are as follows;

Name.	Post Office Address
W.O.Saunders	Elizabeth City,N.C.
A.B.Houtz	"
G.F.Hill	"
W.C.Dawson	"
J.B.Flora	"
S.W.Gregory	"
M.Leigh Sheep	"
John H.Hall,Jr.	"
C.A.Ownley	"

6. The period of existence of this corporation shall be unlimited.

7. Neither the incorporators nor the members of this organization shall be individually liable for its debts, defaults,or other obligations.

8. Members may be admitted after organization who shall possess the following qualifications and upon the following terms,to-wit: Any adult,natural born,white,citizen of the United States of America,shall be eligible to membership in the organization,such eligible citizen must be duly elected and must accept election as follows:vis. at least two-thirds of the then actual membership must vote for the admission of the eligible candidate who must be put in nomination by some member in good standing,and,if elected,such chosen candidate must in writing addressed to the President of the organization,signify his or her acceptance of the said membership.No admission fee or annual dues shall be required.Membership in the organization may be terminated, either by resignation or by suspension;but, to constitute suspension at least two-thirds of the then actual membership shall vote in the affirmative.

IN TESTIMONY WHEREOF,we have hereunto set our hands and affixed our seals,this 3d day of July,1929.

W.O.Saunders (Seal)
G.F.Hill (Seal)
A.B.Houtz (Seal)
M.L.Sheep, (Seal)
J.B.Flora (Seal)
John H.Hall,Jr. (Seal)

Signed,sealed and delivered by the subscribers hereto in the presence of:

J.C.Spence,Witness

A5396

North Carolina,
Pasquotank County.

The due execution of the foregoing or annexed certificate of incorporation of the Albemarle Hospital, Incorporated, by W.O.Saunders,A.B?Houtz,G.F.Hill,J.B.Flora, M.Leigh Sheep,John H.Hall,Jr., was this day proven before me by the oath and examination of J.C.Spence,the subscribing witness thereto.

Witness my hand and Notarial Seal,this 26th day of July 1939.

J.C.Spence,Jr.
Notary Public.

(Notarial Seal)
My commission expires July 30,1931.

Filed July 27,1939.
J.A. Hartness,
Secretary of State.

CHARTER.

STATE OF NORTH CAROLINA.

DEPARTMENT OF STATE.

I,J.A.Hartness,Secretary of State of the State of North Carolina,do hereby certify that the foregoing and attached (five (5) sheets) to be a true copy of the Certificate of INCORPORATION OF THE ALBEMARLE HOSPITAL,INCORPORATED, and the probates thereon,as the same is taken from and compared with the original filed in this office on the 27th day of July A.D. 1939.

In witness whereof,I have hereunto set my hand and affixed my official seal.

Done in office at Raleigh,this 27th day of July in the year of our Lord 1939.

(Signed) J.A.Hartness,
Secretary of State.

A5396

MINUTES OF THE FIRST MEETING OF THE INCORPORATORS OF THE ALBEMARLE HOSPITAL, INCORPORATED.

The first meeting of the incorporators of the Albemarle Hospital, Inc. was held in Christ Church Parish House, Elizabeth City, N.C. 8 P.M. July 31, 1929 with the following incorporators present, having been regularly called by Chairman W.O. Saunders;

W.O. Saunders,
John H. Hall, Jr.,
A.B. Houtz.
Jerome Flora
C.F. Hill

Chairman Saunders ordered the Articles of Incorporation and charter read, after which on motion duly seconded they were adopted and accepted as read.

Election of officers of the corporation being next in order the Chairman called for nominations for President. Nomination of W.O. Saunders was duly made and seconded. There being no other nominations the secretary put the question and W.O. Saunders was unanimously elected President for the ensuing year.

On motions duly made and carried C.F. Hill was elected Vice President, A.B. Houtz was elected secretary and M. Leigh Sheep was elected Treasurer.

On motion duly made and seconded Miss Charlotte Gordon was elected Superintendent at a salary of $150.00 per month, for an indefinite time, said employment to terminate on 30 days notice by either party, and she was authorized to continue the present staff on the same salary basis as present.

Moved and seconded that the following By-Laws, Rules and Regulations which carry the recommendations suggested by the Committee appointed by the Medical Staff, be approved and adopted. Carried. These to be recorded in this book immediately following minutes of this meeting.

Moved and seconded that President W.O. Saunders be authorized to execute on behalf of the Albemarle Hospital Inc. a lease for the Dr. John Saliba Hospital Property for one year as per option formerly granted and that said lease when executed be recorded and filed with the charter. Carried.

There being no further business the meeting adjourned.

President. A.B. Houtz Secretary.

THE ALBEMARLE HOSPITAL, INC.
Elizabeth City, N. C.

Adopted July 31, 1929.

BY - LAWS

BOARD OF TRUSTEES.

1. The general control of the property and affairs of the hospital and the formulation of its policies shall be vested in a board of nine trustees, whose terms of office shall be for one year and until their successors are elected.

2. These Trustees shall be elected during the month of June of each year, one member elected by and from the following organizations: Board of County Commissioners of Pasquotank County, City Aldermen of Elizabeth City, N. C., Ministerial Association, Rotary Club, Kiwanis Club, City School Board, Fire Department, Chamber of Commerce, and one elected by the Board of Trustees at their first meeting in July.

3. Vacancies on the Board of Trustees from whatever cause may be filled by the remaining members of the Board until the next election in June. Membership on the Board shall begin with the first ofJuly.

4. The powers of the Board of Trustees may be delegated by the Board to such committee or committees, as they may, from time to time, direct.

5. At the first meeting of the Board in July of each year, or so soon thereafter as may be, the Board shall elect from their membership, the following officers: President, who shall be chairman ex officio, Vice-President, Secretary and Treasurer. These officers shall serve for one year or until their successors are elected.

OFFICERS.

1. The President shall preside at meetings of the Board; he shall act as chairman of the Executive Committee, and shall in general exercise the powers common to the office of President. He shall also appoint all standing committees and their chairman thereof, at the first meeting in July or as soon thereafter as possible.

2. The Vice-President shall exercise the powers and perform the duties of the President whenever the latter is unable to act.

3. The Treasurer, subject to the control and direction of the Board of Trustees, shall be intrusted with the custody and disbursement of all moneys belonging to the hospital. He shall have the custody of all securities, trust funds, etc., belonging to the hospital and shall deposit the same with such bank, or trust company, and upon such terms with respect to access and withdrawal as the Board of Trustees may direct. He shall render annually and oftener if required, a detailed statement of the financial transactions and condition of the hospital.

4. The Secretary shall keep the records of all meetings of the Board. He shall preserve all records and papers which do not belong to the office of Treasurer. It shall also be his duty

4. EXECUTIVE COMMITTEE. The president and two members to be elected by the Board, shall constitute the Executive Committee. The powers of the Board of Trustees are hereby delegated to the Executive Committee in the interim between regular meetings of the Board. It shall be the duty of this Committee to keep a check on the progress of all the work done by the standing committees; to facilitate and simplify the work of the Board by causing all questions of hospital policy brought to its attention to be promptly considered and prepared for submission to the Board, with the recommendations thereon, by the proper committee or official. All action taken by the Executive Committee shall be fully reported to the Board at the next regular meeting.

5. FINANCE COMMITTEE. This committee shall consist of the Treasurer and one other member of the Board. It shall be the duty of this committee to consider and recommend plans for the securing funds for the hospital and to formulate all financial policies. It shall have general supervision over the endowment and trust funds of the hospital and shall make recommendations as to the investment thereof. It shall supervise the general accounting system of the hospital, the collection, or other disposition of the accounts receivable, etc., and shall render to the Board a monthly statement of the operating financial condition of the hospital.

SUPERINTENDENT.

1. Subject to the direction and control of the Board of Trustees the management of the hospital shall be vested in a Superintendent appointed by the Board.

2. When acting within the scope of his or her authority, the Superintendent shall, in all matters pertaining to hospital administration, directly represent the Board and he or she shall be responsible to them alone for the proper performance of said duties.

3. It shall be the duty of the Superintendent to promulgate and enforce all rules and regulations for the proper conduct of the hospital made by or under the authority of the Board of Trustees, and until such have been made, the Superintendent shall have authority to make and enforce all necessary rules and regulations for the proper conduct of hospital routine.

4. The Superintendent shall be responsible for the employment and dismissal of all employees.

5. The Superintendent shall collect all hospital fees and each month make a full report to the Board of Trustees with such recommendations as she shall desire.

I. GENERAL STAFF.

1. The General Staff of the Albemarle Hospital and all medical and scientific work carried on therein, shall be governed by these by-laws and by such rules and regulations consistent therewith as may be enacted from time to time by the General Staff.

2. Membership upon the General Staff shall be restricted to physicians and surgeons of good character and professional standing who are competent in their respective fields; who adhere to the

standards of the American Medical Association and who signify their adherance to the by-laws, rules and regulations of this hospital.

The General Staff shall be elected by the Board of Trustees in June of each year and they shall hold office from July 1st for one year or until the next election.

The Board of Trustees reserves the right to remove any member of the General Staff or to deprive any physician or surgeon of the privilege of the hospital whenever, in its sold judgment, the good of the hospital or of the patients therein may demand it.

The General Staff shall, at all times, have the right to submit to the Board of Trustees any criticisms, suggestions, or expressions of views touching the medical or general administration of the hospital.

AMENDMENTS.

These rules and regulations may be amended or repealed and new rules and regulations adopted by the vote of a majority of the members of the Board at any regular or special meeting thereof.

PATIENTS.

All patients, except emergency cases, upon the entrance to the Albemarle Hospital shall be required to pay one week in advance, except as designated in next paragraph.

All patients, except emergency cases, unable to pay upon entrance must present to the Superintendent a properly signed voucher from some organization, county or city, having a contract with the hospital, designating the bearer as a ward of said organization, county or city.

PHYSICIANS AND SURGEONS.

The attending physician shall be held responsible for a complete record of the patient for the hospital files; this record shall include: Identification data; complaint; personal history; family history; history of present illness; physical examination; special reports, such as consultation, clinical laboratory, X-Ray and others; provisional diagnosis; medical and surgical treatment; pathological findings; gross and microscopic; progress notes; final diagnosis; condition on discharge; follow-up record; autopsy findings when available.

A complete history, physical examination record and working diagnosis shall be completed within thirty-six hours after admission and, except in emergencies, shall be required prior to operation. Physicians are urged to send in copies of their office records to assist the hospital in securing the necessary data. No case record shall be filed until it is complete. All records are the property of the hospital and must not be taken away. The patient or the physician may obtain copies or abstracts on request.

All operations performed in the hospital shall be full described in the record. All tissues removed at operation shall be the

property of the hospital and shall be examined by a competent pathologist, whose report shall form a part of the patient's record.

4. History and tentative diagnosis must accompany patient to operating room, and no operation shall be permitted unless this rule is complied with, except in cases of emergency.

5. Surgeons desiring the use of the operating room must engage it by request not later than 5 P. M. the previous day, except in cases of emergency.

6. The surgeons who perform an operation, shall be responsible for the filling out and signature of the operation blank before leaving the operating room.

7. Every physician and surgeon practicing in the hospital must enter his directions for the nurses on the treatment record or order book provided for that purpose, and MUST ATTACH HIS SIGNATURE, except in case of telephone orders; which must be given to the nurse in charge.

8. Any physician who is called as consultant shall write his findings and opinion upon the patient's chart, and attach his signature.

9. It shall be an order of business at each regular meeting of the General Staff to discuss deaths of all patients occurring in the hospital, together with autopsy material if available.

10. RECORDS:

There shall be a properly organized and equipped case record department under comeptent supervision and with adequate staff.

11. The case records shall be under adequate and competent supervision through -

a. The doctor in charge of the patient, who shall see that an adequate and complete history is promptly produced;
b. The historian, who should see that all the component parts are kept up to date, and assembled, properly filed and indexed;
c. The Record Committee of the General Staff, who shall review all the records at frequent intervals for constructive criticism and appraisal.

12. All case records when completed and signed by the attending doctor shall be properly filed and cross indexed in accordance with one or other of the acceptable systems of nomenclature, this to include indexes for: identification; diagnosis; associated diseases or diagnoses; secondary conditions or complications; operations; causes of death.

13. The historian shall prepare and submit a report monthly to the General Staff conference, this to include -

a. A Summary showing the work of the record department with particular reference to deficiencies;
b. An analytical summary of the clinical work in accordance with the monthly analysisoutline as recommended by the American College of Surgeons.

A5396

Elizabeth City, N.C.,
Sept.3, 1929.

The regular meeting of the Trustees was held at 7:30 P.M. on this date at the Hospital with the following present;

W.O.Saunders
C.F.Hill
John Hall ,Jr.
W.C.Dawson
M.L.Sheep
A.B.Houtz

Matters pertaining to the welfare of the hospital were discussed and on recommendation of the Superintendent it was regularly moved and seconded that we discontinue for the present the hospital laundry and have the work done by the Albemarle Laundry. Carried.

Moved and seconded that $300.00 be appropriated for needed kitchen equipment and linen,to be purchased by the Superintendent in her discretion. Carried.

Moved and seconded that $300.00 be appropriated for repairing plaster, repairing leaks, and painting and that a committee be appointed by the President to secure bids on this work and award the contracts and push the work to an early completion. Carried.

The President appointed on the Committee,C.F.Hill, W.C.Dawson and M.L.Sheep.

Moved and seconded that the Secretary and Treasurer be elected as members of the Executive Committee to serve with the President on this Committee.

The Superintendent was authorized to prepare copy for an advertising leaflet to be distributed through each M.D. in the adjoining counties,and elsewhere as she may deem wise,to submit this copy to the President who was authorized to have same printed.

There being no further business the meeting adjourned.

A.B.Houtz,secy.

5396

Elizabeth City, N.C.,
Sept. 27, 1929.

A meeting of the Trustees of the Albemarle Hospital Inc. was held this date on call of the Prest. at the Hospital at 7:30 P.M. with the following present;

W.O. Saunders M.L. Sheel, Jerome Flora
John Hall Jr. W.C. Dawson A.B. Houtz

Request having been received from Dr. Howard J. Combs that he be appointed to the General Staff of the Hospital it was moved and seconded that he be appointed to the Staff, subject to the approval of the General Staff. Carried.

The Secretary was instructed to so notify Dr. I. Fearing, Prest. of the General Staff for their action.

The Superintendent was instructed to have a plumber clean and blow out the furnace, and to have the oil tanks filled at the former contract price.

On motion regularly made, seconded and carried the Superintendent Miss Charlotte Gordon was designated and authorized to sign all papers in connection with the receipt and distribution of alcohol, and to be sole custodian of same.

Moved and seconded the seal as affixed to this sheet be hereby adopted as our official seal. Carried.

Reports were made by the Committee on painting and plastering repairs and promise made by them for early completion of the work.

Superintendent Miss Charlotte Gordon made report as to the work of the hospital during the past month, and made especial mention of the efficient work of her corp of nurses.

In appreciation of this work the secretary was authorized to write a letter of appreciation from the trustees to the members of the nursing staff, viz. Miss Lorene Jackson, Miss Ruth Thompson, Miss Sue Wade, Miss Elsie Manese and Mrs. Charlotte Young.

There being no further business the meeting adjourned.

A.B. Houtz, Secy.

A5396

Elizabeth City,N.C.
Nov.12,1929.

A meeting of the Trustees of the Albemarle Hospital,Inc. was held this date on call of the President in Christ Church Parish House at 7:30 P.M. with the following present;

W.O.Saunders,
W.C.Dawson,
Dr.S.W.Gregory
Geo. F.Hill
C.A.Ownley
John Hall Jr.
Jerome B.Flora
M.L.Sheep
A.B.Houtz.

President Saunders read a letter from John H.Bell,D.O., asking that he be granted the privilege of placing patients in the hospital and treating them there when requested by said patients.

Secretary was instructed to acknowledge receipt of this letter and to write the Duke Endowment as to their wishes in this matter.

The President W.O.Saunders then explained that in order to secure the aid of the Duke Endowment to purchase the Hospital it was necessary to make formal application and the following resolution was offered and its apoption moved,seconded and carried;

"RESOLVED that W.O.Saunders,President and Alfred B. Houtz,Secretary of this corporation,be and they are hereby authorized and directed to make application to the Trustees of the Duke Endowment,Charlotte,North Carolina,for financial assistance in the amount of Fifth five thousand Dollars($55,000.00) to be used in the purchase,alteration,repair and equipment of the Albemarle Hospital at Elizabeth City,North Carolina."

There being no further business the meeting adjourned.

A.B.Houtz,Secy.

5396

Elizabeth City, Dec. 31, 1929.

A meeting of the Trustees of the Albemarle Hospital was held this date on call of the President in Christ Church Parish House at 7:30 P.M. with the following present;

W.O. Saunders
John Hall Jr.
Jerome Flora
G.F. Hill
A.B. Houtz

Minutes of last meeting were read and approved.

Secretary then read letters from Dr. Rankin and Mr Davis of the Duke Foundation relative to the admission of Osteopaths and others not regular graduates of medicine to practice in the hospital.

On motion duly made, seconded and carried the Secy. was instructed to advise Dr. J.H. Bell that as there would probably be a reorganization and perhaps new By-Laws adopted as soon as the Duke Foundation formally takes over the Hospital, final action on his application will be deferred until that time.

The president then advised the board that he had received a set of suggested Constitution and By Laws from the Duke Foundation which would probably be recommended for adoption for all hospitals operating under the Duke Foundation.

On motion duly made, seconded and carried the President was authorized to appoint a committee to go over the suggested Constitution and By-Laws and to report at our next regular meeting with recommendations.

Prest. appointed G.F. Hill, Jno Hall & A.B. Houtz.

There being no further business the meeting adjourned.

A.B. Houtz
Secy.

THE DUKE ENDOWMENT
A TRUST ESTABLISHED BY
JAMES B. DUKE BY INDENTURE DATED
DECEMBER 11, 1924

OFFICE OF DIRECTOR
SPITAL AND ORPHAN SECTIONS
POWER BUILDING
HARLOTTE, NORTH CAROLINA

January 20, 1930

Mr. W. O. Saunders,
Elizabeth City, North Carolina

Dear Mr. Saunders:

Mr. Davis, during his recent visit to Elizabeth City, discussed the present condition and future outlook for the Albemarle Hospital with many people, and brings me a good many new slants on your local situation. From what he tells me, if the Trustees should decide to contribute to the purchase of the hospital for the community, it will be necessary to spend some money on (1) improving the heating facilities, (2) repairing the walls and painting the wood-work inside and outside, (3) providing fire escapes, and (4) putting down linoleum.

Matters would be facilitated if, in the meantime, you could get careful estimates of the cost of these improvements. I think it might be well worth while communicating with the State Department of Insurance and getting their requirements and, possibly, having Mr. Brockwell suggest just what should be done to make the hospital safe for patients. Some dealer or dealers in flooring could give you estimates on covering floors with linomeum. Your local contractors could give you estimates on fixing the walls and repainting.

From what Mr. Davis tells me the heating facilities are entirely inadequate on cold days. If there is any question about this, the superintendent of nurses could be instructed to keep some records of a thermometer on the north side of the building and the temperatures of several patients' rooms, halls, and operating room.

There is much difference of opinion on the part of the local residents, whose judgement is deserving of respect, as to the value of the real estate, hospital, and equipment. From what Mr. Davis tells me, Dr. Saliba will have difficulty in submitting facts that will, in any way, convince the Trustees that the hospital is worth anything like $100,000.

With kindest regards, I am

Very sincerely yours,

W. S. Rankin, M. D.,
Director

OFFICERS
UNDERS, PRESIDENT
ORGE F. HILL, VICE PRESIDENT
B. HOUTZ, SECRETARY
SHEEP, TREASURER

Albemarle Hospital

Incorporated

A Non-Stock Corporation Not Operated For Profit

Elizabeth City, North Carolina

DIRECTORS
W. O. SAUNDERS
ALFRED B. HOUTZ
C. A. OWNLEY
S. W. GREGORY
REV. GEORGE F. HILL
M. LEIGH SHEEP
JEROME B. FLORA
JOHN H. HALL
W. C. DAWSON

Jan. 24, 1930

Dr. W. S. Rankin,
The Duke Endowment,
Charlotte, N. C.

Dear Dr. Rankin:

I have your letter of Jan. 20th and note well the various slants Mr. Davis got on the hospital here by talking to many local people. Let me say at the outset that many local people who have tried unsuccessfully in the past to run this hospital would hate like hell to see some one else succeed where they have failed.

There is a small group of doctors in Elizabeth City who would li e to start a hospital of their own if a Duke endowed hospital could be killed off. They are damned nice to the hospital now because they have to appear to be that way.

As for the fire esca e on the hospital building, there actually is an iron fire escape placed on the South side of the house and not visible from the front, under the direction of the State Fire Insurance Commissioner and the local fire chief several years ago, at a cost of $600. If not adequate we have had no complaints about it.

As for the heating, excepting the Virginia Dare Hotel, I believe we have the best heating plant in town, working efficiently under thermostatic control. We use oil for fuel, employing a Hart oil burner and a 10,000 gallon oil storage tank. To-day is the coldest day of the winter. The superintendent reports to me that the house is well heated.

Weather stripping is needed in all windows on the North side of the house. When there is a north wind we have some trouble in some rooms on that side of the house, especially on the fourth floor. This can be remedied at a cost of a few hundred dollars when funds are available.

The floors do need linleum covering and a rough estimate indicates that $3,000 to $5,000 should be spent in covering the floors, weatherproofing, plastering painting and remodeling.

OFFICERS
AUNDERS, PRESIDENT
ORGE F. HILL, VICE PRESIDENT
B. HOUTZ, SECRETARY
H SHEEP, TREASURER

Albemarle Hospital

Incorporated

A Non-Stock Corporation Not Operated For Profit

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M. LEIGH SHEEP
JEROME B. FLORA
JOHN H. HALL
W. C. DAWSON

Dr. W. S. R. #2

You state that from what Mr. Davis tells you, Dr. Saliba will have difficulty in submitting facts that will in any way convince your trustees that the hospital is worth anything like $100,000. Maybe he will.

I want to say in this connection that as the owner represenative on the board of trustees of this hospital, I think Saliba is entitled to $100,000 in view of the gift of $15,000 which he has pledged to the community in consideration of ~~former~~ community interest in the hospital.

Elizabeth City is bankrupt; we have lost our country club and are about to lose our handsome community hotel that cost us over $625,000. I have, in the face of the worst depression in the history of this town, worked out and financed the only plan I know how, to establish here a Duke endowed hospital and medical centre for the service of humanity in The Albemarle, Duke's plague spot on the map of its activities. I have no other plan and if The Duke Endowment is going to be guided by local people who have not contributed one damn cent of their money or a minute of their time to keep this hospital going, then I am prepared to save my own face. Mr. J. P. Knapp has pledged $10,000 toward the purchase of the hospital, with a time limit to his pledge. That time limit has expired. If my good friend Mr. Knapp avails himself of that time limit and withdraws his pledge of $10,000, up goes the whole works, Dr. Saliba can take back his hospital at the end of our year's lease and The Duke Endowment can continue to show the nation its plague spot on the map of North Carolina.

To-day Mayor Flora shows me his plans for a soup kitchen to feed more than 200 jobless, penniless, hungry families in our town. A nice morning, isn't it?

Sincerely yours

Saunders

THE DUKE ENDOWMENT

A TRUST ESTABLISHED BY
JAMES B. DUKE BY INDENTURE DATED
DECEMBER 11, 1924

OFFICE OF DIRECTOR
PITAL AND ORPHAN SECTIONS
POWER BUILDING
ARLOTTE, NORTH CAROLINA

January 29, 1930

Mr. W. O. Saunders,
Elizabeth City, North Carolina

Dear Mr. Saunders:

I have your letter of January 24th.

The whole problem, so far as the Trustees of The Duke Endowment are concerned, resolves itself into a statement of facts on which they can form an opinion as to the present value of the grounds, building and equipment of the hospital. In addition to the information in hand, I will probably arrange for an architect to visit Elizabeth City, examine the hospital, state what it would cost to rebuild it, what the depreciation is, and what it will cost to put the hospital in good condition with respect to repairing walls, painting, linoleum, etc. In addition to this, I will visit Elizabeth City early in March and confer with real estate and banking interests there with respect to forming a reasonably accurate opinion as to the value of the real estate.

We can discuss the matter in further detail when I see you in March.

With kindest personal regards, I am

Very sincerely yours,

W.S. Rankin, M. D.,
Director

THE DUKE ENDOWMENT

A TRUST ESTABLISHED BY
JAMES B. DUKE BY INDENTURE DATED
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Dear Mr. Saunders:

I have your letter of January 24th.

The whole problem, so far as the Trustees of The Duke Endowment are concerned, resolves itself into a statement of facts on which they can form an opinion as to the present value of the grounds, building and equipment of the hospital. In addition to the information in hand, I will probably arrange for an architect to visit Elizabeth City, examine the hospital, state what it would cost to rebuild it, what the depreciation is, and what it will cost to put the hospital in good condition with respect to repairing walls, painting, linoleum, etc. In addition to this, I will visit Elizabeth City early in March and confer with real estate and banking interests there with respect to forming a reasonably accurate opinion as to the value of the real estate.

We can discuss the matter in further detail when I see you in March.

With kindest personal regards, I am

Very sincerely yours,

W.S. Rankin, M. D.,
Director

Income:

receipts from in-patients		545875	
In-patients accounts receivable	83015		
Less reserve for bad accounts	18015	65000	
Income from in-patients		610875	
receipts from out-patients		28150	
			639025
Telephone & Telegraph			150
Chowan County			12200
The Duke Endowment for Free patients			72600
Total Income			723975
Deficit			198018
Total to balance			921993

Expenses:

D.A, administration		110079	
D.B, Professional care of Patients		289138	
D.C, Household		61172	
D.D, plant operation & maintenance		67001	
D.E. Dietary		172773	
total: hospital proper		700163	
D.F. out-patient service		13500	
Total cost of operation		713663	
Rent and ~~insurance~~ insurance for five months		288330	
			921993

Operating assets and liabilities Decem. 31, 1929.

Cash		96101	
~~Patients for bad~~ accounts receivable	83015		
~~Inventory of~~ reserve for bad accounts	18015	65000	
Inventory of supplies		54575	
Prepaid Insurance (liability)		2284	
The Duke Endowment for free Patients		72600	
Total assets		290560	
Deficit		199868	
			490428
Accounts payable		215872	
Notes Payable		66226	
Rent for five months		208330	
			490428

The daily per capita cost of operating, exclusive of rent and taxes, which a hospital owned by the community would not have to pay, was $4:13.

The average cost in 1928 for 28 general hospitals taking both white & colored patients, which applied to the Duke Endowment for assistance, was $3:94.

During the five months of operation the hospital cared for 56 patients who were free a total of 705 days.
In addition to these, 8 patients did not pay the full cost of their care. They were given 21 free days of care, which makes the total days of care of free patients 726. The cost of this free work of the hospital at the average cost of $4:13 per day was $3,000:00 or an average of $600:00 per month.

43 Per cent of the days of care of patients were free.

64 Patients — besides surgical & medical service which at the cost of $100.00 per patient would mean that the medical men have given during the five professional services amounting to $6,400.00.

A5396

Elizabeth City, N.C.,
Feb. 18, 1930.

A meeting of the Trustees of the Albemarle Hospital was held this day at 7:30 P.M. at the Hospital with the following present;

W.O. Saunders,
G.F. Hill.
Jerome Flora
Dr. S.W. Gregory
A.B. Houtz
Supt. Miss Charlotte Gordon

Minutes of last meeting were read and approved.

Committee appointed to consider new set of Constitution and By-Laws suggested by the Duke Foundation reported they had gone over the suggested forms and while finding nothing objectionable they recommended that no changes be made at present, but that as soon as the hospital is formally taken over by the Duke Foundation they would then recommend the adoption of the new forms.
The President tabled this recommendation for future action on same.

Superintendent Gordon made a report of the work of the hospital and submitted a report made out by the representative of the Duke Foundation which was very encouraging considering the handicaps under which we are operating.
It was ordered that this report be filed and made a part of these minutes.

The President read correspondence between Mr. Rankin and himself regarding the taking over of the hospital by the Duke Endowment, and Mr. Rankins proposed visit here early in March.
It was ordered that this correspondence be filed as a part of these minutes.

There being no further business the meeting adjourned.

A B Houtz
Secy.

July 25th, 1930.
8 o'clock P. M.
Albemarle Hospital,
Elizabeth City N. C.

MEETING OF BOARD OF TRUSTEES.

A meeting of the Board of Trustees of the Albemarle Hospital Inc. was held this day and date at the hospital.

The meeting was called to order by Chairman W. O. Saunders with the following members of the Board present: W. O. Saunders, J. B. Flora, S. W. Gregory, M. L. Sheep and W. C. Dawson.

On account of the absence of the secretary, W. C. Dawson was appointed to act in his place at this meeting.

On motion made and carried the President and Secretary were authorized to renew the lease on the Hospital property for the term of one year on the terms of the previous lease.

Moved and carried that J. B. Flora notify all civic organizations represented on the Board of Trustees that the terms of office of the present representatives expire on July 31st and thier successors should be appointed at once.

A committe composed of W. C. Dawson, M. L. Sheep and S.W. Gregory was appointed to appear before the Public Utility Commission at it's next meeting and ask for a rate of three cents per K. W. on all electricity used by the Hospital.

There being no further business the meeting was adjourned in regular form.

W. C. Dawson
Acting Secretary.

September 1, 1930.
9:30 o'clock A. M.
Christ Church Parish House.
Elizabeth City N. C.

MEETING OF TRUSTEES OF ALBEMARLE HOSPITAL

A meeting of the Board of Trustees of the Albemarle Hospital Inc., was held this day at Christ Church Parish House, this city.

The meeting was called to order by Chairman W. O. Saunders with the following members of the board present:W. O. Saunders, J. B. Flora, C. W. Melick, H. Cartwright Sr., G. F. Hill and W. C.Dawson.

The election of officers for the ensuing year was deferred until the next meeting on account of the absence of the regular secretary and in view of the fact that two of the organizations represented on the Board had not appointed their representatives for the coming year.

The Chairman explained that the meeting had been called at this time for the purpose of raising fifteen thousand dollars for repairs and alterations to the hospital property and after due consideration and discussion of the matter a motion was made and carried that the Board Of Trustees appear in a body before the Board of County Commissioners and the City Council and ask those Boards to appropriate seven thousand five hundred dollars each to cover the repairs and alterations to the hospital to comply with the terms of the Duke Endowment appropriation of thirty seven thousand five hundred dollars toward the purchase of the hospital property.

There being no further business to come before the board the meeting was adjourned in regular form.

W. C. Dawson
ACTING SECRETARY.

October 2,1930.

Meeting of the Trustees was held at the Hospital with the following present, W.O.Saunders, Jerome Flora, M.Leigh Sheep,C.W.Melick and A.B.Houtz.

Superintendent Charlotte Gordon was present and made a report of the work of the hospital.

On motion duly made and carried it was ordered that the Insurance expiring Oct.6th be extended two months.

On motion duly made and carried it was ordered that an invitation be extended the heads of all political, civic,educational and religeous organizations to attend a supper meeting Friday night Oct. 10th to plan for a successful ,campaign for the bond issue to purchase the hospital.

On motion duly made and carried it was ordered that the Chairman appoint two members of the Trustees to serve with himself to arrange for the program.

Chairman Saunders appointed C.W.Melick andJerome Flora.

A B Houtz

Secy.

Elizabeth City,N.C.,
October 13,1930.

A call meeting of the Trustees was held this day in the Christ Church Parish House at 7:30 P.M. with the following members present;

G.F.Hill, Wm.Dawson
M.L.Sheep H.Cartwright
C.W.Melick A.B.Houtz.

Plans were discussed for having speakers at the various public meetings in the county between this time and election day and the trustees present agreed to see selected speakers with a view of making arrangements with them to speak at designated meetings.

Dr.Saliba was invited to appear before the board, and after pointing out to him the possibilities of opposition at the election account of his price being in excess of the price suggested by the Duke Foundation, he agreed to accept $65,000 for the hospital and grounds, but reserving to himself certain riparian rights opposite certain lots owned by private parties south of the hospital grounds and which were not included in the Duke Foundation appraisal and which they do not consider essential to the hospital property. He also agreed to remit all rentals due him under the present lease from Aug.I,1929 to the date of the actual purchase of the property.

On motion duly made and carried C.W.Melick and A.B. Houtz were appointed a Committee to secure a formal signed statement embodying the above for newspaper publicity.

There being no further business the meeting adjourned.

A B Houtz.
Secy.

Elizabeth City, N.C.
Oct. 20, 1930.

A call meeting of the Trustees was held this day at 7:30 P.M. in Episcopal Parish House with the following members present.

W.O. Saunders
C.F. Hill
W.C. Dawson,
C.W. Melick
M.L. Sheep
Dr. S.V. Gregory
A.B. Houtz

After discussion of various plans to disseminate information relative to the proposed purchase of the hospital it was regularly moved, seconded and carried that a few leaders from each township be invited to meet at the Va. Dare Hotel Friday night the 24th for supper at 7 O'clock, and assignments were made with the several trustees to make the invitations.

Moved, seconded and carried that arrangements be made to have speaking at the usual campaign speaking points through the county on Monday night Nov. 3d, and that the secy. ask the co-operation of a suggested list of speakers.

W.C. Dawson voluntered to distribute to the stores throughout the county printed matter bearing on the election. Accepted with thanks.

Moved, seconded and carried a vote of thanks be extended to U.D. Johnson for contribution he has made toward the cause by printing 500 circulars without cost.

Meeting adjourned to meet again Monday night Oct. 27th at 7:30 at the Parish House.

A.B. Houtz.
secy.

5396

Elizabeth City, N.C.,
Nov. 6, 1930.

A call meeting of the Trustees was held this day at 7:30 P M. in Episcopal Parish House withthe following members present;

W.O.Saunders
G.F.Hill
W.C.Dawson
Hilary Cartwright
M.L.Sheep
Jerome Flora
A.B.Houtz

Chairman Saunders advised the purpose of the meeting was to arrange for the formal purchase of the Hospital along the lines of the Court Order under which the recent election was held and upon motion duly made and carried it was ordered that the Board of County Commissioners and the City Alderman be requested to meet and conclude the purchase at the earliest convenient time.

Mayor Flora and County Commissioner Chairman Cartwright being present, advised the Trustees that they would call a meeting of their boards for Monday the 10th.

On motion duly made and carried it was ordered that the Secy. write a letter of appreciation for the work and cooperation of the following organizations in the recent election campaign for the purchase of the Hospital;

Womans Club,
Ministerial Asso.
3d Ward Democratic & Welfare Club,
Kiwanis Club,
Rotary Club,
Lions Club.
American Legion.
County Medical Association.

There being no further business the meeting adjourned.

Secy.

A5396

Elizabeth City, N.C.,
Dec.12, 1930.

Call meeting was held this day in the office of M.L.Sheep with the following trustees present;

M.L.Sheep	W.O.Saunders
Wm.C.Dawson	Jerome Flora
Dr.C.W.Gregory	A.S.Koutz

President Saunders advised that the formal authorization of the Trustees was necessary for an affidavit to be prepared to forward to the Duke Foundation setting forth a legal opinion of the title to the Cr.Tobin property, a copy of the proposed deal and a copy of the Articles of Incorporation of The Albemarle Hospital Incorporated.

Cunninghams and Hall, Attorneys, having prepared such an instrument with affidavit as required by the said Endowment, same was exhibited and read and on motion duly made, seconded and carried President Saunders and Secretary Koutz were authorized to execute said affidavit and forward to the Duke Endowment as directed.

There being no further business the meeting adjourned.

A.S.Koutz
Secy.

A5396

Elizabeth City,N.C.,
Dec.I9,I930.

Call meeting of the Trustees was held this date at 7:30 P.M. at the hospital with the following present;

W.O.Saunders
M.L.Sheep
A.B.Houtz.
G.F.Hill
Hilary Cartwright.

Prest. Saunders advised the Trustees of having received a letter from the Duke Endowment for certain information relative to the purchase of the Hospital and reported that he had written them giving the desired imformation.

Prest. Saunders advised also of the receipt of a detailed report from the South Eastern Underwriters Association with recommendations for improvement of the hospital, but the matter was tabled until the purchase of the hospital is closed at which time it will be referred to the Duke Endowment.

President was authorized to show the appreciation of the Trustees for the loyal work of the Supt. and Nurses by the purchase of a Christmas Tree and box of candy.

It appearing that there may be some hitch in getting the title of the Hopsital to the Trustees as named in the Court Order for the Bond Election, as the Duke Endowment contemplated the title to be vested in the Albemarle Hospital,Inc. it was regularly moved and carried that The President,W.O.Saunders be authorized to pass title to the property from the Albemarle Hospital, Inc. to the legaly constituted trustees as provided in the court order, if any need arises to handle the deal in this manner.

There being no further business the meeting adjourned.

A. B. Houtz.
Secy.

Elizabeth City, N.C.,
Dec. 19, 1931.

Call meeting of the Trustees was held this day at 7:30 P.M. at the Hospital with the following present;

W.O.Saunders
W.C.Dawson
C.W.Melick
M.L.Sheep
Hillary Cartwright
Miss Charlotte Gordon
A.B.Houtz

President W.O.Saunders reported that the title to the Hospital was formally acquired Jan. 14th and is now vested in The Albemarle Hospital, Inc., payment having been made by Duke Endowment Check for $23,500, Mr. Jos. Knapps check for $10,000 and notes of city and county for the balance.

Letter from Dr.Rankin was read and ordered filed advising that the balance of $15,000 would be available as soon as architect had been chosen, and items of new equipment and repairs had been specified and approved by the Duke Foundation.

On the recommendation of Dr.Rankin, it was regularly moved, seconded and carried that Geo. R.Berryman of Raleigh, N.C. be employed on the basis of 7½% on cost of repairs, nothing on new equipment, with the understanding that local workmen and material be used as much as possible.

On motion the Prest. was authorized to appoint a Building Committee to work with the architect.

The President appointed Geo. F.Hill, A.B.Houtz and W.C.Dawson.

On motion the Secretary was directed to write a letter of thanks to Mr.Jos Knapp and to the Duke Foundation, for their generous contribution to the purchase of the Hospital.

After the Treasurer made a report as to the insurance in force and a satisfactory report from Miss Gordon, the meeting adjourned.

A. B. Houtz
Secy.

15396

Elizabeth City, N.C.,
Feb. 19, 1931.

Call meeting of the trustees was held this day at I.P.M. at the Hospital with the following present;

W.O.Saunders, Wm.C.Dawson
G.F.Hill Miss Charlotte Gordon
Hillary Cartwright A.B.Houtz.
Visitor Mr.J.C.Emerson of the Advance.

President W.O.Saunders introduced Mr.G.R.Berryman, The Architect in charge of the alterations, who exhibited blue prints showing the proposed changes and suggested that a local contractor be secured on a flat fee to assist in placing the subcontracts and to supervise all work, supplying any necessary equipment usually furnished by the contractor.

On motion duly made and carried the Building Committee was authorized to secure a suitable man as supervisor.

On motion duly made and carried the Secy. was instructed to order a bronze tablet to be placed near the entrance of the hospital memoralizing the gifts of the Duke Endowment and Mr.Jos. P.Knapp, at a cost not to exceed $25.00.

After lengthy discussion of the various items of the proposed improvements, the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City,N.C.,
March 30,1931.

Call meeting of the Trustees was held at 7:30 P.M. in Christ Church Parish House with the following members present:

W.O.Saunders
G.F.Hill
Wm.C.Dawson,
Hillary Cartwright
M.L.Sheep
Jerome Flora
A.B.Houtz

The City and County desiring to avail themselves of the contract under which Dr.Saliba agreed to re-purchase the riparian rights to that part of the Hospital south of Carolina Avenue, on motion the Prest. & Secy. were authorized to execute deed to the property and to deposit same with the Clerk of the Court, E.N.Aydlett,with instructions to deliver same to Dr.Saliba on his surrendering $7500.00 of notes of the city and county as per contract.

The Building Committee reported that in accord with the resolution of last meeting they had employed W.S.Chesson as supervisor of the remodeling of the hospital at a flat fee of $200.00 which was to include the use of any contractors equipment which he had.

The Building Committee reported bids for the work would be in Tuesday March 31st by 10.30 A.M.

On motion it was ordered that the Trustees meet Tuesday March 31,1931, at Christ Church Parish House, open said bids in public and award same in executive session.

On motion it was ordered that in re-plastering the front wall in the main reception hall, the plastering be furred out from the brick wall to prevent any possibility of discoloring.

On motion the Treasurer was authorized to sign up the usual form agreeing not to withdraw the funds now in the Savings Bank & Trust Co. for a period of two years as an aid to the re-opening of said bank.

There being no other business the board adjourned.

A B Houtz
Secy.

A5396

Elizabeth City,N.C.,
March 3I,I93I.

Call meeting of the Trustees was held this day at IO:30 A.M. in Christ Church Parish House with the following present; W.O.Saunders,Jerome Flora, G.F.Hill, Hillary Cartwright,Wm.C.Dawson and A.B.Houtz. Architect G.R.Berryman also being present.

At II o'Clock bids for work on the Hospital were opened and recorded as follows;

Plumbing & Heating,

Hopkins Bros	$4087.82	
Ideal Heating & P.CO.	$30I0.48	

Heating Only;

Wm.Garrett	$I29I.55	

Painting;

W.L.Brothers	$3I90.00	$2920.00 Int. 270.00 Ext.
H.F.Bartlett	$3205.00	$27I0.00 Int 495.00 Ext.
Smith & Sadler	$2500.00	$2000.00 Int 500.00 Ext.
Garrett Hdware Co.	$2945.00	$2495.00 Int. 450.00 Ext.
Howard E.Hetrick	$2989.00	$2564.00 Int 425.00 Ext.

Electric;

D.Ray Kramer	$680.00
City Electric Co.	Cost Plus I0%

Fire Escapes;

J.D.Wilkins	$630.00
Standard Iron Wks	$353.00

Linoleum;

Quinn Furniture Co.	$I357.99

The board went into executive session and on recommendation of the Artichect the low bids were accepted and on motion contracts were awarded as follows;

Plumbing & Heating to Ideal Heat& P Co.	$30I0.48
Painting to Smith & Sadler	$2500.00
Electric Work to D.Ray Kramer	680.00
Fire Escapes to Standard Iron Works	353.00
Linoleums to R.E.Quinn Co.	I357.99
Grover L.White Tile	55.00

On motion it was ordered that the Treasurer be authorized to make advances to contractors monthly in such amounts as shall be approved by the Architect and Supervisor Chesson.

The matter of contractors bonds was left to the discretion of the Architect and Supervisor.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City,N.C.,
April 22,I93I.

Call meeting of the Trustees was held this date at 8 P.M. at the Hospital with the following present;

W.O.Saunders
G.F.Hill
Hillary Cartwright
M.L.Sheep
Jerome Flora
Wm.C.Dawson
A.B.Houtz
Miss Charlotte Gordon

Present Saunders reported that the check for $I5000 would be received from the Duke Endowment, delay being occassioned by schedule of expenditures not having been sent to Dr.Ranking for approval by the architect.

Supervisor Chesson having already advanced some money and labor in connection with elevator repairs, it was moved,seconded and carried that on receipt of the moneys for improvement $I00.00 be advanced to Mr.Chesson on his superentendence fee.

The following bills we re approved subject to the approval of the Architect and Supervisor Chesson.

Geo.R.Berryman,Architect	$550.00
U.S.Bronze Sign Co.	23.00
W.S.Chesson	2I.20

On motion duly mademseconded and carried Miss. Gordon was authorized to purchase necessary equipment not to exceed $I000.00 in cost,after first getting Approval of Dr.Rankin on the several items.

Miss Gordon made the following report on the Hospital Activities for March,I93I;

Patients	admitted	62		
"	Discharged	49		
"	Remaining	I3	Deaths	2.
Full pay	patient days	273		
Part "	" "	32		
Free	" "	I50		
	Total	445		

Money in Bank March I,	$642.0I
Receipts for month	I463.50
	$2I05.5I
Disbursements	I38I.34
Balance April I,I93I	$ 724.I7

Superintendent read bills payable of $485.00 which were approved and ordered paid as money was available.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City,N.C.,
May 22,I93I.

Call meeting of the Trustees was held this date at 7:30 P.M. at the Hospital with the following present;

W.O.Saunders
G.F.Hill
Wm.C.Dawson
M.L.Sheep
Miss Charlotte Gordon
A.B.Houtz.

Treasurer M.L.Sheep reported that a check for $I2000.00 had been received from the Duke Endowment and deposited in a special account,vis. Albemarle Hospital Building Fund.

Superintendent Miss Gordon reported as follows on the activities of the Hospital for April:

Patients admitted	24		
" Discharged	26		
" Remaining	II	Deaths	None

Full pay patient days	I83
Part " " "	0
Free " "	I37
	320
Money in bank April I,	$727.I7
Receipts for month	2788.95
	$35I3.I2
Disbursments	2258.2I
Balance May I,I93I	$I254.9I

Current bills were read and approved by the board and ordered paid.

Plans for enlisting further public interest and co-operation were discussed and it was decided to make an effort to organize a Womens Auxiliary as soon as the hospital is repaired.

Plans for beautifying the grounds were also discussed but no definite plans decided on.

The Superintendent having considerable trouble in the collection of accounts it was regularly moved,seconded and carried that the Prest. be authorized to consult one of the local attorneys with the view of employing him to assist in this matter,on a commission basis.

*

There being no further business the meeting adjourned.

A B Houtz
Secy.

* The Superintendent reported the purchase and receipt of a blood pressure testing device and a X-Ray bucky and of having placed an order for a new sterilizer which has not yet been received.

15396

Elizabeth City, N.C.,
July 21, 1931.

Call meeting of the Trustees was held this date at 8 P.M. in Christ Church Parish House with the following present;

W.O.Saunders
G.F.Hill
M.L.Sheep
W.C.Dawson
A.B.Houtz.

Minutes of last meeting were read and approved.

June meeting was not held due to inability to secure a quorum.

Prest. Saunders reported that persuant to resolution of last meeting he had arranged with Attorney W.C. Morse Jr. to collect difficult hospital bills on a percentage basis usual to this class of accounts.

Treasurer reported receipt of $3000.00 from the Duke Endowment making up their $15,000 in full.

Treasurer reported that he had issued checks to date to the amount of $4629.87 against repairs and new equipment.

Building Committee were on motion requested to ask for bids on weather stripping.

Bids on electric refrigeration were discussed and on motion the building committee was authorized to purchase two machines from one of the local agents who can guarantee adequate and prompt service.

There being no further business the meeting adjourned.

A B Houtz
Secy.

Elizabeth City, N.C.,
September 1, 1931.

Regular meeting of the Trustees was held this date at 7:30 P M. at the Hospital with the following present;

W.O.Saunders,
Hillary Cartwright
M.L.Sheep
W.C.Dawson
G.F.Hill,
~~W.C.Dawson~~
C.W.Caither
A.B.Houtz
Miss Charlotte Gordon.

Superintendent Miss Gordon gave her report of the activities of the Hospital for the months of July and August.

Treasurer M.L.Sheep reported amount expended to date on the repairs, etc. as $7382.81 leaving balance of $761 7.19 in the bank.

Building committee reported that in accord with motion made at las t meeting they had purchased from M.G.Morissette & Co. two Gen. Electric pefrigerators.
Also reported that bids had been received on weather stripping but as yet these bids had not been opened.

In view of the constant expense on the Hospital for dressings and supplies at the monthly orthopaedic clinic on motion it was ordered that each patient be required to contribute $1.00 to help defray this necessary expense and that same be collected by the Superintendent.

On the report of the Superintendent that some of the Doctors use the facilities of the hospital for examination of prospective patients, at some expense to the hospital for linens, alcohol, etc. which patients do not always become hospital patients, on motion it was ordered that the Superintendent to directed to charge and collect such a sum from each patient as in her judgment will cover the actual expense to the hospital.

The future welfare of the hospital was discussed at length and it was decided to hold a joint meeting with the Medical Staff as soon as repairs were completed and endeavor to formulate plans which will assure a whole hearted co-operation with the entire community.

There being no other business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
Sept. 22, 1931.

Trustees met this date at 8 P.M. at the Hospital with the following present;

W.O.Saunders,
C.F.Hill,
S.W.Gregory
Jerome Flora
Wm. Shaw son
M.L.Sheep
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon.

Minutes of last meeting read and approved.

Miss Gordon made a report on the operation of the Hospital for Sept. and asked authority to have the furniture on the 2'd floor repainted at an approximate cost of $60.00. On motion it was ordered that this work be done and if possible to be paid out of the building fund. If funds are not available from this source then from the running expenses.

The report of the Building committee was submitted by Mr.Hill and bids from contractors for weather stripping also submitted.

Mr.C.W.Whaley having the lowest bid on motion it was ordered that his bid of $167.25 for weather spripping a certain list of doors and windows be accepted.

The Trustees made an inspection of the work done.

There being no further business the meeting adjourned.

A.B. Houtz
secy.

A5396

Elizabeth City, N.C.
Oct. ~~15~~ 20, 1931.

Trustees met this date at the Hospital at 7:30 P.M. with the following present;

W.O.Saunders,
G.F.Hill.
~~xxxxxxxxxxx~~
M.L.Sheep
J.B.Flora
Wm. Dawson,
C.W.Gaither,
Miss Charlotte Gordon
A.B.Houtz.
Hillary Cartwright

Minutes of last meeting read and approved.

Supt. Gordon made a report of the work of the hospital since last meeting and financial report as follows;

On hand septlIst	$1249.80
Sept Receipts	706.35
Total	1955.95
Sept. Disbursments	1094.21
On hand Oct. 1st	$ 861.74

Treasurer Sheep reported total expenditures on repairs to date as $9885.76 leaving balance on hand in this fund of $5117.24.

On motion duly made and carried it was authorized to spend $30.00 for photographs of the remodeled hospital for publicity purposes.

The proposxsition of an ambulance submitted by the Ford Agencies was considered buton motion it was ordered that no effort be made at this time to purchase one.

On motion the Prest. was authorized to appoint a committee to go before the Womens Club asking that a Ladies Hospital Auxiliary Dept. be formed in the Womans Club. The President appointed G.F.Hill, M.L.Sheep and C.W.Gaither.

On motion Miss Gordon was authorized to purchase the extra roll of linoleum left xx on the hands of the Quinn Furniture Co. after completing their contract, on such terms as she deems best.

Meeting adjourned.

A.B. Houtz Secy.

A5396

Elizabeth City,N.C.,
Nov.24,I93I.

Trustees met this date at the Hospital at 7:30 P.M. with the following members present;

W.O.Saunders	M.L.Sheep
G.F.Hill	C.W.Gaither
Jerome Flora	A.B.Houtz
Hillary Cartwright	Miss Charlotte Gordon

Minutes of last meeting were read and approved.

The Building Committee rendered report showing $I4,725.96 expenditures with $274.04 still unappropriated. On motion it was ordered that this report be made a part of these minutes and filed herewith.

A maintenance bond submitted by the Ideal Plumbing & Heating Co. was read and on motion adopted and ordered filed by the Superintendent Miss Gordon.

On motion Mayor Flora was appointed a committee to go before the next meeting of the Womans Club to enlist their co-operation in forming a Womans Auxiliary to the Hospital.

Treasurer Sheep reported amount expended to date on repairs and equipment as $I4,344.35 with $655.65 still in bank.

Superintendent Gordon reported as follows on finances and work of hospital for Oct;

On hand Oct. Ist	$ 86I.74
Oct Receipts	I80I.50
	$2663.24
Disbursments	$I398.68
On hand Nov Ist	$I264.56
Checks outstanding	I59.48
Actual cash in bank	$II05.08

1263.96

Total hospital days in Oct.	403
Full pay	208
Part pay	I9
Free	I76
Deaths	I

President W.O.Saunders tendered his resignation as Chairman of the Board due to pressure of duties and after considerable discussion his resignation was accepted.

On motion a vote of thanks and appreciation was given Mr. Saunders for his invaluable services to the institution and to the board.

There being no further business the meeting adjourned.

A. B. Houtz Secy.

Filed as part of the minutes of Nov 24,1931 meeting.

FINANCIAL REPORT of the BUILDING COMMITTEE
November 24, 1931
ALBEMARLE HOSPITAL, INC.
Elizabeth City, N. C.

CONTRACTS-					
Plumbing & heating	$ 2,833.48	paid	$ 2,672.00	due	$ 161.48
Painting	2,500.00	"	2,500.00		
Fire escape	353.00	"	353.00		
Wiring	680.00	"	680.00		
Elevator	483.60	"	483.60		
Superintendence ..	200.00	"	150.00	"	50.00
Linoleum	1,357.99	"	1,357.99		
Refrigeration	700.00	"	700.00		
Architect	909.60	"	909.60		
Sterilizer	444.92	"	444.92		
Obstetrical bed ..	99.00	"	99.00		
Buckie diaphragm .	285.00	"	285.00		
Baumanometer	35.28	"	35.28		
Bronze Sign Co. ..	23.00	"	23.00		
	$ 10,904.87		$ 10,693.39		$ 211.48

ADDITIONAL-	
Labor	1,807.98
Brick etc.	1,117.34
Hardware	87.58
Lumber etc.	426.44
Iron Works	28.54
Miles Jennings ...	11.93
Mscl. supplies ...	.70
	$ 3,480.51

EXTRAS-	
Plumbing	54.93
Wiring	37.10
Labor	16.80
Weatherstripping .	169.75
Painting	32.00
Lettering	30.00
	$ 340.58

CONTRACTS	$ 10,904.87
ADDITIONAL	3,480.51
EXTRAS	340.58
	$ 14,725.96

	$ 15,000.00
	14,725.96
	$ 274.04

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Elizabeth City,N.C.,
Dec.15,1931.

A meeting of the Trustees was held this date at the Hospital at 7:30 P.M. with the following present;

G.F.Hill,
W.O.Saunders
S.W.Gregory
W.C.Dawson
C.W.Gaither
M.L.Sheep
Jerome Flora
A.B.Houtz
Miss Charlotte Gordon

Minutes of last meeting read and approved.

On motion duly made and passed it was ordered that the Chairman appoint a committee of three,including himself, to go before the next meeting of the Womans Club, requesting that an active Ladies Auxiliary be formed under their auspices.

Miss.Gordon reported as follows on the work of the hospital for Nov.

Admitted	White	36 patients	
	Colored	10	
	Total	46	
From Oct		16	
Total for month		62	
Discharged		42	
In hospital		20	
Total days			446
Full pay			228
Part "			14
Free			204

Cash on hand Nov. Ist	$1263.96
Nov. Receipts	1099.00
Total	$3362.96
Disbursments	1350.39
On hand Dec Ist	$1012.57

On motion duly made and seconded, that in view of the hospital now being owned by the city and county that this board tender to the City Aldermen and to The Board of County Commissioners, effective Jan.Ist our resignation as a body.

Moved & ordered that the account of Geo. Morton be turned over to Attorney Morse for collection.

Treasurer M.L.Sheep reported $14827.84 having been spent on improvements and balance of $172.16 on hand.

Ordered that the Treasurer be instructed to take out Elevator Insurance on a yearly premium of $59.40 for the usual $10,000-$20.000 liability.

There being no further business the meeting adjourned.

A. B. Houtz Secy.

FINANCIAL REPORT OF THE BUILDING COMMITTEE
ALBEMARLE HOSPITAL, INC.
Elizabeth City, N. C.

December 15, 1931

CONTRACTS-

Plumbing & Heating, paid in full	$ 2,833.48	
Painting	2,500.00	
Fire escape	353.00	
Wiring	680.00	
Elevator	483.60	
Superintendence	200.00	
Linoleum	1,357.99	
Refrigeration	700.00	
Architect	909.60	
Sterilizer	444.92	
Obstetrical bed	99.00	
Buckie diaphragm	285.00	
Baumanometer	35.28	
Bronze Sign Co.	23.00	
		$ 10,904.87

ADDITIONAL-

Labor	1,830.18	
Brick, etc.	1,117.34	
Hardware	89.28	
Lumber, etc.	427.14	
Iron Work	40.47	
Plumbing	84.54	
Wiring	73.51	
Weatherstripping	169.75	
Painting	32.00	
Lettering	15.00	
Roofing	69.02	
		3,948.23
Total expenditures to date		$ 14,853.10

Appropriation	$ 15,000.00
Total expenditures to date	14,853.10
Balance on hand	$ 146.90

15396

Elizabeth City, N.C.,
March 23, 1932.

A meeting of the Trustees was held this date at the Hospital at 7:30 P.M. with the following present;

G.F.Hill, C.W.Gaither
W.O.Saunders, A.B.Houtz
M.L.Sheep, Miss Charlotte Gordon.

Minutes of the last meeting read and approved.

Committee on Ladies Auxiliary requested more time which was granted, and on motion it was ordered that the proposed Auxiliary be formed on a basis to make elegible all white women of the community served by the hospital.

The Committee authorized at the last meeting to present the resignation of the trustees to the City Aldermen and the County Commissioners, not yet having been able to find a suitable opportunity, it was on motion ordered that this committee make an effort to present this resignation to the boards at their April meeting.

It appearing that the Hospital is receiving an undue number of charity cases from some of the nearby counties who have no contracts with this county, on motion our Chairman was requested to call this matter to the attention of the county and city boards and suggest that they pass suitable resolutions to care for this situation.

On motion the Building Committee was authorized to investigate and if they deem advisable, have installed a suitable hot water heater in connection with the house heating system.

Treasurer M.L.Sheep reported expenditures of $95.16 since last meeting leaving balance of $77.00 on hand in the $15,000 improvement fund.

Superintendent Gordon submitted the Duke Endowment detailed audit and record of activities of the hospital for the year 1931 which was examined by the trustees.

She submitted also the following record;

Dec.1931	Total days	363
	Full Pay	244
	Part "	28
	Free	91
Jan.1932	Total Days	379
	Full Pay	143
	Part "	17
	Free	219
Feb.1932	Total Days	342
	Full Pay	101
	Part "	24
	Free	217

(OVER)

Financial report as follows;

On hand Dec.1st,1931	$1013.57
Dec. Receipts	2317.96
	$3330.53
Dec. Disbursments	1614.55
On Hand Jan.1,1932	$1715.98
Jan. Receipts	1841.33
	$3557.31
Jan. Disbursments	1643.55
	$1913.76
Bad check returned	15.00
Bal. Feb.1,1932	$1898.76
Feb. Receipts	940.75
	$2839.51
Feb.Disbursments	1155.83
	$1683.68
Bad check returned	23.50
Balance March 1,32	$1660.18

There being no further business the meeting adjourned.

C. B. Stoutz Secy.

INCORPORATION CHARTER ALBEMARLE HOSPITAL, INC.

The Board of County Commissioners of Pasquotank County and the Board of City Aldermen of Elizabeth City, meeting jointly this April 4th, 1938, do hereby mutually agree and do hereby enact the following:

1. That we accept the tendered resignation of the present Board of Trustees of the Albemarle Hospital, Inc., to become effective upon election of the new Board as hereinafter set forth. The present Board consisting of the following members: Messrs. . . Saunders, . . Houtz, . . Tarson, . Leigh Sheep, J. B. Sheep, Hillary Cartwright, . . Creecy, . . Gaither and . . Hill.

2. That we hereby elect the following nine Trustees, the first five to serve for the period of two years, the last four to serve for the period of one year. The nine are: Messrs. . . Saunders, . . Houtz, . . Tarson, . Leigh Sheep, . . Flora, Hillary Cartwright, . . Creecy, . . Gaither and . . Hill.

3. That hereafter the Board of County Commissioners and the Board of City Aldermen at a joint meeting in the month of ... shall elect four and five members alternately as the case may require to the Board, whose terms shall run for two years.

4. That whenever vacancies occur in the Board of Trustees the Board of County Commissioners and the Board of City Aldermen shall fill same at a joint meeting.

5. That in case either the Board of County Commissioners or the City Aldermen meeting jointly or otherwise fail to elect trustees in January as aforesaid, the old Board shall hold over until their successors are elected.

6. That the Board of Trustees of the Albemarle Hospital shall have full charge of the Albemarle Hospital, Inc., and have power to make rules and regulations as they shall deem necessary for the management of the same.

7. That the Trustees of the Albemarle Hospital are hereby instructed not to accept, or grant to the hospital, applications to the Hospital, of persons [illegible] positive emergency, from [illegible] city not having a contract with the Hospital for [illegible] hospital bills, and then only when the applicant for [illegible] service with a certificate signed by the proper [illegible] guaranteeing payment of hospital bills according to [illegible]

Upon motion of . . Flora, said resignation being accepted by the joint meeting, . . . Burgess was elected in his place.

Upon motion, it was ordered that a notice be sent Miss Charlotte Gordon, Supt. of the Albemarle Hospital, to the meeting of the joint Board, of high appreciation of her work at the Hospital.

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Elizabeth City,N.C.,
April 26,1932.

A meeting of the Trustees was held this date at the Hospital at 7:45 P.M. with the following present;

G.F.Hill,
W.O.Saunders
Dr.S.W.Gregory
M.L.Sheep
E.T.Burgess
A.B.Houtz
Miss Charlotte Gordon

Chairman Hill read the report of the joint meeting of the County Commissioners and the City Alderman in which the old Board of Trustees was re-appointed with the substitution of Mr.E.T.Burgess in place of Mayor J.B.Flora,resigned, together with certain resolutions and rules for the government of the Hospital.

On motion it was ordered that this report be filed with and made a part of these minutes.

The Board then proceeded to an election of officers and the following were elected for the ensuing year;

President	G.F.Hill.
Vice.Prest.	E.T.Burgess
Treas.	M.L.Sheep
Secy.	A.B.Houtz

Committee on the Ladies Auxiliary reported that Mrs. C.W.Melick has agreed to organize such a body in the near future.

Committee on an auxiliary water heater recommended that the installation of same be deferred until fall.

On motion duly made and carried it was ordered that the Chairman appoint two other members of the Board to be a committee with him to revise our Rules and By-Laws to conform with the recommendations of the joint meeting of the commissioners and the Aldermmen. Chairman appointed M.L.Sheep and A.B.Houtz.

On motion duly made and carried it was ordered that a committee consisting of President Hill, W.O.Saunders and A.B.Houtz be authorized to prepare and have printed such pamphlets,rules or forms as they may deem necessary to have available for the patrons and prospects of the Hospital, and to place some of this material in the hands of every physician and county board of commissioners in the Albemarle section,either by personal visit or otherw ise.

On motion duly made and carried the President was requested to ask the Board of County Commissioners and the City Aldermen to have an audit made of the expenditure of all funds since the Hospital became a Community Project, and annually thereafter.

over.

Superintendent Miss Gordon made the following report

Cash on Hand March Ist	$I660.I8
March Receipts	825.9I
	$3486.09
March Disbursments	II59.84
	$I336.25

Todal days in March	386
Full Pay Days	I52
Part " "	33
Free "	III
	386

Admitted	34
Discharged	27

There being no further business the meeting adjourned.

A B Stout

Secy.

Elizabeth City,N.C.,
May 24,1932.

Trustees met this day at the Hospital at 7:45 P.M. with the following present;

G.F.Hill
M.L.Sheep
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon.

The minutes of last meeting read and approved.

There not being a quorum the Prest. advised there would be no business transacted, but copy of proposed Hospital Publicity Folder was read and suggestions made of various items.

Plans were also made to endeavor to secure a contract from Tyrell,Gates,Perquimans and Camden. Counties for their charity cases.

Miss Gordon made her monthly report as follows;

On hand April Ist	$1323.68
Apr. Receipts	3296.00
	4619.68
April Disbursments	2249.88
	2369.80
Less for bad check	2.00
Balance May Ist	2367.80
Check outstanding	29.25
Banks balance	$2397.05

Total days	407
Full pay	193
Part pay	13
Free days	201

Carried over	13	patients
Admitted	39	
	52	
Discharged	38	
	14	

No Deaths
1 Birth

A. B. Houtz Secy.

A5396

Elizabeth City,N.C.,
July 5,1932.

Trustees met this day at the Hospital at 7:45 P.M. with the following present;

G.F.Hill
W.O.Saunders
S.W.Gregory
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon.

On motion Messrs Hill,Gaither,and Houtz were appointed a committee with power to act, to make contract for needed repairs to heating plant burner and hot water device.

Committee on By-Laws requested more time which was granted.

Comparative per patient day costs of our hospital with costs of other hospitals on the Duke Endowment list were discussed and letters read from other hospitals giving salary list of nurses, but as our costs for the first five months of 1932 show a per diem cost of $3.57 the exact average of the 54 hospitals on the Duke list for 1931, and a reduction in our hospital costs of 52¢ per day below our 1931 costs, it was decided to make no changes in our salary list.

Owing to the serious illness of our Treasurer M.L.Sheep,making it impossible for him to sigh checks, on motion our Prest. G.F.Hill was authorized to sign the checks until Treasurer Sheep is able to resume his duties.

Superintendent Gordon made report for May as follows;

Cash on hand May 1st	$2367.80
May receipts	1296.35
	3664.15
May Disbursments	1319.98
Cash on hand June 1st	2344.17
Check outstanding	16.60
Bank balance	2360.77

Patients carried over from Apr	14	
May admissions	54	
	68	
Discharged	46	
Total June 1st	22	14 white,8 col.

Total Patient days in May		522
Full Pay	261	
Part Pay	18	
Free	243	
	522	

There being no further business the meeting adjourned.

A. B. Houtz Secy.

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Elizabeth City, N.C.,
Sept. 30, 1932.

A joint meeting of the Trustees and the Medical staff was held this day at 8 P.M. with the following present; Dr. Rankin of the Duke Endowment.

G.F.Hill
W.O.Saunders
Hillary Cartwright
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon

Dr. M.L.Bulla
Dr.R.L.Kendrick
Dr.H.D.Walker
Dr.W.H.C.White
Dr.C.B.Williams
Dr.H.J.Combs
Dr.W.A.Peters

The committee appointed to have heating plant repairs made and water heating plant improved reported the work attended to and apparent satisfactory results obtained.

Since our last meeting our Treasurer M.L.Sheep having passed on, on motion the Secy. was directed to write a letter of sympathy to the family and express the loss the board feels in losing such a valued worker.

On motion C.W.Gaither was elected to succeed Mr. Sheep as Treasurer.

On motion Dr. S.W.Gregory was elected to serve on the Committee on By Laws with G.F.Hill and A.B.Houtz.

Supt. Gordon made the following report for months of

	June	July	Aug.
Cash on hand on 1st	$2344.17	$2762.30	$2949.92
Receipts	1642.83	1709.39	2301.34
	$3987.00	$4471.69	$5251.26
Disbursments	1224.70	1521.77	1991.87
Balance	2762.30	$2859.92	3259.39
Checks outstanding	18.51	36.23	
Patients;			
Carried over	22	10	13
Admitted	27	44	47
	49	54	60
Discharged	39	41	51
	10	13	9
Deaths	1	2	2
Births	2	6	6
Full Pay Days	188	258	220
Part " "	0	0	18
Free "	161	130	135
Total	349	388	373

Dr. Rankin after an inspection of the Hospital expressed delight and genuine satisfaction at the condition of the Hospital and complimented the Board on the results obtained in the $15,000 expenditure for improvements.

He then presented a very comprehensive formal suggestion for By Laws and Rules for the Board of Trustees and the Medical staff, explaining the necessity and advantages of

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a number of sections of the By Laws and Rules and discussed at length many of the problems that would arise in the operation of the Hospital, and the necessity of the Trustees and the Medical Staff working together toward the end that the Hospital might improve in both a business and professional way.

After an informal discussion of concrete problems with which we are faced, the meeting adjourned with a vote of thanks to Dr. Rankin for the detailed suggestions.

A B Stout.
Secy.

A5396

Elizabeth City, N.C.,
Dec. 8, 1932.

Meeting of the Albemarle Hospital Trustees was held at the Hospital this date at 7:30 P.M. with the following present;

G.F.Hill
S.W.Gregory
C.W.Gaither
Miss Charlotte Gordon
A.B.Houtz

Minutes of the last meeting were read and approved.

The Secretary gave notice that Trustee E.T.Burgess had tendered his resignation orally, due to ill health which prevents his attendance at our meetings, and on motion his resignation was accepted with regrets and Prest. Hill requested to so notify the County Commissioners and the Board of Aldermen.

The question of the present unsatisfactory city water supply due to the saline content of the water was discussed, and the advisability of installing a private water system was considered, but owing to the fact that the city is making strong efforts to correct the condition, it was decided to defer action on a private system for the present.

Supt.Gordon made the following report for the months of

	Sept.	Oct.	Nov.
Cash on hand Ist	$3359.39	$3328.76	$3231.90
Receipts	956.00	1362.39	1134.74
	$4315.39	4691.05	$4366.64
Disbursments	886.63	1369.15	1405.16
Balance	$3328.76	$3231.90	$2961.48
Patients:			
Carried over	9	13	11
Admitted	39	35	37
	48	48	48
Discharged	35	37	38
	13	11	10
Deaths	1	1	4
Births	1	3	2
Full pay days	115	147	134
Part " "	14	31	16
Free " "	211	201	164
	340	379	304

There being no further business the meeting adjourned.

A. B. Houtz. Secy.

A5396

Elizabeth City, N.C.
Dec. 8, 1932.

A joint meeting of the Trustees and the Medical Staff was held this day at the hospital with the following present;

Dr. W.S. Rankin of the Duke Endowment
G.F. Hill
W.O. Saunders
S.W. Gregory
Hillary Cartwright
C.W. Gaither
A.B. Houtz
Dr. H.J. Combs
Dr. W.H.C. White
Dr. W.A. Peters
Dr. C.B. Williams
Dr. I.A. Ward
Dr. Mora Bulla
Dr. H.D. Walker
Dr. I. Fearing

Dr. Rankin, addressing the meeting, stressed the absolute necessity of proper records on every hospital case, that the institution might show the grade of the professional work done here, and asked the co-operation of all that our records might be improved,-discussed many details of the operation of our hospital as compared with an ideal institution,-going into the matter of the necessity of having serious surgical work done only by those having adequate training for the work.

After his formal talk, there was considerable informal discussion of many features of the work, with the aim that the professional standards of the Albemarle Hospital might be raised.

After a very lengthy but intensly interesting session the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.
Feb. 21. 1933.

The regular monthly meeting of the trustees was held this date at 7:30 P.M. at the Hospital with the following present;

G.F.Hill
C.W.Gaither
J.D.Hathawy, Jr.
Jerry Hughes
A.B.Houtz
Miss Charlotte Gordon

Minutes of last meeting read and approved.

Secy. Houtz reported that he appeared before the joint meeting of the County Commissioners and the Aldermen on Feb. 6th, and at that meeting Dr. J.D.Hathaway was appointed to the board from the County Commissioners, Mr. R.R.Taylor was appointed to fill the unexpired term of M.L.Sheep, Mr. Jerry Hughes was appointed to fill the unexpired term of E.T.Burgess, resigned, and G.F.Hill, C.W.Gaither and Dr. S.W.Gregory were re-elected.

The Committee appointed to redraft the By-Laws recommended the adoption of the suggested by-laws prepared by the Duke Endowment, with necessary changes to fit the local institution and on motion it was ordered that the Board approve the suggested By-Laws, and that a copy be submitted to the Supt. of the Hospital and to the Medical Staff for their suggestions and that the board formally adopt same, with any revision deemed necessary, at our next regular meeting.

On motion the Supt. was instructed to prepare a report of the activities of the Hospital for the year 1932 and deliver a copy of same to both the City Aldermen and to the County Commissioners as soon as possible.

On motion the election of officers was deferred until our next regular meeting.

Superintendents report for Dec. and Jan. was submitted as follows;

	Dec.	Jan.
Cash on hand 1st	$396I.48	$2590.I7
Receipts	9I8.55	638.22
	3880.03	3228.39
Disbursments	I289.86	I039.22
Balance	2590.I7	2189.I7
Patients;		
Carried over	I0	II
Admitted	39	38
	49	49
Discharged	38	36
	II	I3
Deaths	2	2
Births	4	7
Full pay days	I09	I8I
Part " "	72	0
Free "	I8I	253
	362	433

No further business. Meeting adjourned. A.B.Houtz Secy.

A5396

Elizabeth City, N C.
April I8, I933.

The regular meeting of the Trustees was held this date at 7:30 P.M. at the Hospital with the following present;

G.F.Hill
R.R.Taylor
C.W.Gaither
W.O.Saunders
S.W.Gregory
Jerry Hughes
A.B.Houtz
Miss Charlotte Gordon.

Minutes of last meeting read and approved.

Miss Gordon submitted reports for Feb. and March as follows;

	Feb.	March.	
Cash on hand Ist	$2I89.I7	$23I0.39	
Receipts	I692.50	I05.00	*Bank Holiday
	388I.67	24I5.39	
Disbursments	I57I.28	7I8.82	
On hand	23I0.39	I696.57	
Patients:			
Carried over	I3	I4	
Admitted	32	45	
	45	59	
Discharged	3I	48	
	I4	II	
Deaths	2	5	(2 Still Born)
Births	2	2	
Full Pay Patient Days	I59	203	
Part " " "	20	20	
Free " "	I88	I84	
	367	407	

On motion duly made and carried the present By-Laws were abolished in order that new By-Laws suggested by the Duke Endowment might be adopted.

After careful consideration of the proposed By-Laws, with such changes as the local situation seemed to need the amended By-Laws as recommended by the Duke Endowment were adopted and ordered filed in the Secretary's Book as a part of these minutes.

On motion duly made and carried it was ordered that the Medical Staff Reports to the Trustees be made monthly on the report form recommended by the Duke endowment.

On motion duly made and carried it was ordered that the report forms to be filled in and filed with the Supt. in cases of artificial interruption of pregnancy or Caesarian section, be those forms recommended by the Duke Endowment.

The Trustees then proceeded to an election of Officers to hold office until the next annual meeting in Jan. I934, and the following were duly elected;

President G.F.Hill
Vice Prest. Jerry Hughes.
Treas. C.W.Gaither
Secy. A.B.Houtz.

The various committees were filled in accordance with the By-Laws by election of the required number from the trustees, and are constituted as follows;

Executive Committee;

President	G.F.Hill
Secy.	A.B Houtz, Ex-Officio
	R.R.Taylor
	W.O.Saunders
	S W.Gregory

Finance Committee;

President	G.F.Hill.
Treas.	C.W.Gaither, Ex Officio.
	Jerry Hughes
	R.R.Taylor
	J.D.Hathaway, Jr.

Auditing Committee;

R.R.Taylor,
Wm.C.Dawson.

There being no other business the meeting adjourned.

A B Houtz
Secy.

CONSTITUTION AND BY-LAWS OF THE ALBEMARLE HOSPITAL, INC.,
Elizabeth City, N. C. Adopted April 18, 1933

CONSTITUTION

The constitution shall be the charter of incorporation together with regulations made by joint meeting of the City Aldermen and the County Commissioners April 4, 1932 as follows:

The Board of County Commissioners of Pasquotank County and the Board of City Aldermen of Elizabet City, meeting jointly this April 4, 1932, do hereby mutually agree and do hereby enact the following:

The we hereby elect the following nine men to the Board of Trustees, the first five to serve for the period of two years, the last four to serve for the period of one year. The nine are: Messrs. W. O. Saunders, A. B. Woutz, W. C. Dawson, H. Leigh Sheep, J. B. Flora, Hillary Cartwright, S. V. Gregory, C. W. Gaither and G. F. Hill.

That hereafter the Board of County Commissioners and the Board of City Aldermen at a joint meeting in January of each year shall elect four and five members alternately as terms expire to the Board, whose terms shall run for two years.

That whenever vacancies occur in the Board of Trustees the Board of County Commissioners and the Board of City Aldermen shall fill same at a joint meeting.

That in case either the County Commissioners or the City Aldermen meeting jointly or otherwise, fail to elect Trustees in January as aforesaid, the Trustees then in office shall hold over until their successors are elected.

That the Board of Trustees shall have sole charge of the Albemarle Hospital, Inc., and have power to make such rules and regulations as they shall deem necessary for the governance of the same.

That the Trustees of the Albemarle Hospital, Inc., are hereby instructed not to accept, or permit to be accepted, any person to the Hospital, other than cases of serious accident or positive emergency, from any county or city not having a contract with the Hospital for payment of Hospital bills, and then only when the applicant for admission carries with him a certificate signed by the proper authorities guaranteeing payment of hospital bills according to contract.

BY-LAWS

Article 1 - NAME

The Governing Board shall be known as the Board of Trustees of the Albemarle Hospital, Inc.,

Article 2 - Fiscal Year

The fiscal year of this corporation shall commence on the first day of January and end on the 31st day of December.

Article 3 - Meetings

Section 1. The Trustees shall hold regular meetings on the third

Section 6. The finance committee shall consist of the President and treasurer ex-officio and three members elected by the Board of Trustees. It shall devise ways and means of securing funds for the support of the hospital; authorize investments and disbursements by the treasurer; attend to all financial interests of the corporation; and at all times be under the direction of the trustees and report its actions to them at such times as they may direct.

Section 7. The auditing committee shall consist of two trustees, who shall examine the accounts of the treasurer quarterly and certify to the same, if found correct and properly vouched, and oftener, if they see fit or if directed by the trustees to do so.

ARTICLE 6 - DUTIES OF SUPERINTENDENT

Section 1. Subject to the direction and control of the Board of Trustees, the management of the hospital shall be vested in a superintendent appointed by the Board.

Section 2. When acting within the scope of his or her authority, the superintendent shall directly represent the Board in all matters pertaining to the administration of the hospital and shall be responsible to the Board alone for the proper performance of said duties.

Section 3. It shall be the duty of the superintendent to promulgate and enforce all rules and regulations for the proper conduct of the hospital, made by and under the authority of the Board of Trustees, and until such have been made, the superintendent shall have authority to make and enforce all necessary rules and regulations for the proper conduct of the hospital routine.

Section 4. The superintendent shall keep or cause to be kept, on suitable cards for filing, a record of the economic status of every patient treated free of charge or for less than the actual per patient per day cost; that is, all free and part pay patients. The finance committee shall, from time to time, review these records of the economic circumstances of patients who receive treatment free or in part free and shall report the results of their examinations to the Trustees.

Section 5. The superintendent shall either collect all hospital fees from patients able to pay before such patients leave the hospital, or make satisfactory arrangements for the payment of same.

Section 6. The superintendent shall be responsible for the employment and dismissal of all employees.

Section 7. In all cases of disputed authority or uncertainty as to the meaning of the by-laws or the rules and regulations of the hospital, the decision of the superintendent shall be operative until a ruling shall have been made by the Board of Trustees, or by the executive committee.

Section 8. The superintendent shall report, on forms prescribed by the Board of Trustees, and at designated intervals, upon the work performed by the hospital and upon its financial condition.

ARTICLE 7 - MEDICAL STAFF

ARTICLE 7 - MEDICAL STAFF

Section 1. At each annual meeting of the Trustees, upon written application on a form prescribed, shall appoint a medical staff for the hospital which shall serve until the following annual meeting, or until their successors have been appointed. This staff shall be divided into two groups, active and courtesy.

Section 2. The active staff shall have general supervision and responsibility for the professional work of the hospital and shall be primarily responsible for providing medical service to the charity patients. The active staff shall report to the Trustees through its chief of staff, or a medical committee that it may elect each year, including the chief of staff as its chairman, upon the professional work of the hospital, on forms prescribed by the Board of Trustees and at such ~~xxxx~~ stated intervals as the Trustees may designate.

Section 3. All physicians in good standing in the county medical society, other than members of the active staff, shall have the privilege of treating their ~~xxxxxx~~ private pay patients in the hospital and shall be known as the courtesy staff of the hospital. Members of the courtesy staff shall be subject in all respects to these by-laws and to Sections 2 to 12 inclusive of Article 4 and to Article 6 of the by-laws of the medical staff.

Section 4. The Trustees reserve the right to remove any member of the active staff, or to deprive any physician or surgeon of the privileges of the hospital, whenever, in their sole judgement, the good of the hospital or the patients therein may demand it.

Section 5. No one shall be permitted to perform major surgical operations, exclusive of operations for diseases of the eye, ear, nose and throat, upon patients in the hospital, unless he has had at least one year's experience exclusively in surgery in a hospital approved by the American Medical Association for interns and accredited by the American College of Surgeons, or unless he has filed with the Trustees of the hospital the names and addresses of not less than 100 consecutive patients upon whom he has performed major surgical operations within the last two years and with a fatality rate not exceeding five per cent, or has been a regular practicing surgeon in this hospital within two years prior to the adoption of these by-laws.

Section 6. No one shall be permitted to perform surgical operations upon patients in the hospital with diseases or injuries of the eye, ear, nose or throat, u less he has had at least one year's experience exclusively in eye, ear, nose and throat work in a hospital approved by the American Medical Association for interns and accredited by the American College of Surgeons, or unless he has filed with the Trustees of the hsopital the names and addresses of not less than 100 consecutive patients on whom he has performed operations for diseases and injuries of the eye, ear, nose and throat within the last two years and with a fatality rate not exceeding three per cent, or ~~xxxxx~~ has been a regular practicing surgeon on the eye, ear, nose and throat in this hospital within two years prior to the adoption of these by-laws.

Section 7. No artificial interruption of pregnancy, except where the patients life is in imminent danger, shall be permitted except where a consultation has been held with a member of the active staff and the consultant has filed a report on a form prescribed by the Trustees

with the superintendent of the hospital, and in every interruption of pregnancy the indications for the operation shall be clearly and fully stated.

Section 8. No Caesarian section shall be performed upon a patient except after consultation with a member of the active staff and the consultant has filed a report on a form prescribed by the Trustees with the superintendent of the hospital, and in all Caesarian sections the indications for the operation, including especially the history of previous deliveries, pelvimetric measurements, and symptoms of threatening toxemias, must be fully recorded.

Section 9. All operations or work performed in the hospital shall be fully described in the clinical record of the patient by the physician or surgeon in charge.

Section 10. All physicians performing a major surgical operation shall have as an assistant some other physician.

ARTICLE 8 - SCHOOL OF NURSING

When, in the opinion of the Trustees, it is desirable to organize a school of nursing, they shall appoint an advisory committee of physicians, selected from the active staff of the hospital, to assist the superintendent in formulating suitable policies for the development and management of such school and to serve in an advisory capacity with the superintendent in providing suitable courses of instruction and training for those admitted to the school of nursing.

ARTICLE 9 - HOSPITAL AUXILIARY

The Trustees shall assist in the organization of an effective hospital auxiliary, when in their judgment conditions for organizing such an auxiliary are favorable.

ARTICLE 10 - ORDER OF BUSINESS

The order of business at all meetings of the Trustees shall be as follows:

1. Meeting called to order
2. Roll call
3. Reading of minutes of previous meeting
4. Correction and approval of minutes
5. Reading of communications
6. Reports of committees and officers
7. Unfinished business
8. New business
9. Adjournment

ARTICLE 11 - RELIGIOUS ADMINISTRATIONS

The superintendent shall conduct the request of any patient for any spiritual advisor that he or she may desire.

ARTICLE 12 - SEAL

The corporation shall use a seal to authenticate contracts and

legal papers, which shall be circular in shape, one and a half inches in diameter, and with the name of the corporation around the margin.

ARTICLE 13 - ANNUAL REPORTS

The Trustees shall publish an annual report setting forth in sufficient scope and detail the more important facts concerning the business management and the professional work of the hospital.

ARTICLE 14 - ENDOWED MEMORIAL BEDS

The Trustees shall endeavor to secure endowments for the maintenance of free beds as memorials to the donors or the donors' family or friends.

ARTICLE 15 - AMENDMENTS

These by-laws may be changed by a majority vote of the members at a meeting held for that purpose, notice of which has been given by the secretary to each member at least two weeks in advance of the meeting.

THE ALBEMARLE HOSPITAL, INC.,
Elizabeth City, N. C.

MEDICAL STAFF REPORT

For the year of _____

Months

	1	2	3	4	5	6	7	8	9	10	11	12
STAFF CONFERENCES, number present												
IN-PATIENTS DISCHARGED-												
Total												
Recovered												
Improved												
Not improved												
Not treated												
In for diagnosis only												
Deaths												
Stillborn												
Other deaths												
Fatality rate, including stillborn												
Deaths within 48 hours, including stillborn .												
Fatality rate.....												
Deaths after 48 hours ..												
Fatality rate												
CLINICAL RECORDS												
Incomplete clinical records												
Per cent of clinical records incomplete												

The following physicians had incomplete clinical records at the time of the staff meeting:

Months 1 2 3 4 5 6 7 8 9 10 11 12

ANESTHESIA
Number of anesthetics administered.
Local anesthetics administered to out-patients .....
General, spinal and local to in-patients discharged .....

General anesthetics to in-patients discharged.....
Ether only .....
Other .....

Spinal anesthetics to in-patients discharged .....

Local anesthetics to in-patients discharged .....
In major orperations .....
In minor operations .....

Number of general anesthetics administered, to in-patients discharged, by:
Nurse anesthetists .....
Physicians .....

Largest number administered by one person .....
Per cent of total .....

Next largest number administered by one person .....
Per cent of total .....

Pneumonias following within five days the administration of general and spinal anesthesia .....
Deaths following post-operative pneumonia .....

Nephritis following within five days the administration of general and spinal anesthesia .....
Deaths following post-operative nephritis - - -

INFECTIONS OCCURRING IN THE HOSPITAL
Total .....
Wound infections .....
Puerperal infections.....
Other infections .....

CONSULTATIONS
Number recorded for in-patients discharged .....
Deaths after 12 hours in hospital with no consultation recorded....

	1	2	3	4	5	6	7	8	9	10	11	12
SURGERY												
Surgical operations												
Minor operations												
On out-patients												
On in-patients												
Major operations on in-patients discharged.....												
Deaths following major oper....												
Fatality rate												
Deaths within 48 hrs. of oper..												
Fatality rate												
Deaths after 48 hrs. of oper...												
Fatality rate												
Number of major operations by surgeons who performed 50 to 100 such operations last year												
Deaths following operations												
Fatality rate												
Number of major operations by surgeons who performed less than 50 such operations last year												
Deaths following operations												
Fatality rate												
Number of appendectomies where the primary diagnosis was appendi												
Per cent of total major operati..												
Appendectomies for acute appen..												
Per cent of total appendectomies												
Appendectomies for chronic appen												
Percent of total appendectomies.												
Appendectomies for normal append												
Per cent of total appendectomies												
Appendectomies for chronic appendicitis and normal appendix in which diagnosis was not confirmed by a pathologist of established reputation												
Per cent of appendectomies- (chronic and normal).....												

Month

	1	2	3	4	5	6	7	8	9	10	11	12
OBSTETRICS AND GYNECOLOGY												
Number of deliveries												
Normal deliveries												
Abnormal deliveries												
Instrumental												
Caesarian section												
Other												
Per cent of total deliveries by Caesarian section												
Caesarian sections without consultation and concurrence of an active staff member.....												
Caesarian sections not approved by a majority of the active staff, after examination of the clinical records.....												
Curettages of the uterus.....												
Of women not pregnant.....												
Of pregnant women.....												
Of pregnant women without consultation and concurrence of an active staff member....												
LABORATORY SERVICE												
Examinations made												
For in-patients												
For outside cases												
X-RAY DEPARTMENT												
Number of patients examined..												
In-patients												
Outside cases												
Number of films made												
For in-patients												
For outside cases												
Number of fluoroscopic exam-.....												
For in-patients.....												
For outside cases												

ADDITIONAL DATA:

Respectfully submitted,

Chief of Staff

A5396

Elizabeth City, N.C.
May 23, 1933

Regular meeting of the Trustees was held this date at the Hospital at 7:30 P.M. with the following present;

G.F.Hill
Jerry Hughes
R.R.Taylor
J.D.Hathaway, Jr.
S.W.Gregory
A.B.Houtz
Miss Charlotte Gordon

President Hill reported the receipt of framed portrait of our benefactor James B.Duke to which we have added a neat brass name plate, and hung same in the corridor on the second floor.

Supt. Gordon made the following monthly report;

On hand Apr.1st	$1696.57	
Apr. receipts	4899.60	
	$6596.17	
Apr. Disbursments	2224.69	
Cash on hand	4371.48	Outstanding cks $2.25

Patients carried over	11
Apr. Admissions	32
	43
Discharged	31
	12

Full Pay Days	133	Births	0
Part " "	0	Deaths	2
Free "	251		
	384		

Bills for April were read and payment approved for the amount of $2224.69 shown above.

Moved and seconded the Executive Committee report at next meeting the cost of a private water system for the Hospital.

Supt. was requested to have samples of water from our pump analyzed.

On motion the Secy. was instructed to write a letter of appreciation from the trustees to the Pan-Hellenic Club, to the Garden Club and to Mr. Albert Bell, for contributions to the hospital.

There being no further business, the meeting adjourned.

A. B. Houtz.
Secy.

Elizabeth City, N.C.,
June 30, 1933.

Regular meeting of the Trustees was held this date at the Hospital with the following present;

G.F.Hill
Jerry Hughes
W.C.Dawson
J.D.Hathaway, Jr.
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon

Minutes of previous meeting were read and approved.

Chairman Hill presented application of Dr. Costello for admission to the staff, and read recommendations from other hospitals with which Dr.Costello had been connected, but it appearing that he has left the city permanently since making this application, action on his application was deferred.

Supt. Gordon made the following report for May;

Balance on hand May Ist.	$437I.48
May receipts	I846.35
	$62I7.83
May Disbursements	$I687.85
Cash on hand Jun. Ist	$4529.98

Patients carried over from April			I2		
May admissions			25		
			37		
Discharged			27		
Remaining			I0		
Full pay patient	days	I03			
Part "	"	3I		Births	2
Free	"	I7I		Deaths	I
Total		305			

Estimatewas submitted for installing a private water system with a 750 gal. per hour pump for a lump sum of $225.00 by Albert Bell, and on motion The Executive Committee was authorized to have the system installed, provided an analysis of the water from a test point that Mr.Bell offers to drive at no cost to us, proves satisfactory.

Miss. Gordon reported the installation of a gas water heater on trial, and the offer of the Gas Co to install a 65 gal copper tank and heater for $I25.00 and the old coal heater. The Prest. was authorized to secure bid on a crude oil water heater also pending results of the gas heater test.

Miss Gordon reported they were unable to maintain the proper temperature in the operating and Obstetrical rooms due to loose windown and imperfect weather stripping, and advised she could have these remedied for approximately $25.00. On motion she was instructed to have the work done.

Bills for the past month amounting to $I687.85 were read andpayment approved.

After discussion of the work of the staff with respect to compliance with the new rules, etc. the meeting adjourned.

A.B.Houtz Secy.

A5396

Elizabeth City, N.C.,
Aug. 22, 1933.

Regular meeting of the Trustees was held this date at the Hospital with the following present;

G. F. Hill
C. W. Gaither
W. O. Saunders
A. B. Houtz
Miss Charlotte Gordon

Minutes of last meeting read and approved.

Chairman Hill reported a meeting of the Executive Committee held June 30, 1933 in his office with the following present; A. B. Houtz, R. R. Taylor and G. F. Hill.

Mr. Albert Bell submitted a contract for installing a private water system in the Hospital for $225.00, and on motion duly carried he was awarded the contract provided a second test from a point already driven prove pure, and two other samples from the second point yet to be driven prove pure.

Chairman Hill advised all the samples proved pure and system was accordingly installed and is now in satisfactory operation.

Superintendent Gordon rendered reports for June and July as follows;

Cash on hand June 1st	$4529.98	July 1st	$4023.69	
Receipts	638.05		1640.75	
	$5168.03		5664.44	
Disbursments	1144.34		1396.13	
Balance	4023.69		4268.31	
Patients, carried over	10		13	
admitted	43		39	
	53		52	
Discharged	40		37	
	13		15	
Full pay patient days	159		150	
Part " " "	35		31	
Free " " "	248		185	
	442		366	
Births		1		4
Stillborn				1
Deaths		3		3

Supt. Gordon also reported that the Operating Room and Obstetrical Room had been properly repaired so that it is now possible to maintain proper temperature.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
Sept. 19, 1933.

Regular meeting of the Trustees was held this date with the following present;

G. F. Hill. R. R. Taylor
Jerry Hughes S. W. Gregory
W. O. Saunders A. B. Houtz
W. C. Dawson Miss Charlotte Gordon

Minutes of last meeting were read and approved.

Superintendent Gordon submitted her report for Aug. as follows;

Cash on hand Aug. Ist.	$4268.31
Aug Receipts	1019.31
	$5287.62
Aug. Disbursments	1325.78
On hand Sept Ist	$3961.84

Full Pay	Patient	Days	123	Births	5
Part "	"	"	43	Deaths	1
Free	"	"	277		
	Total		443		

Disbursments for months of May $1687.85, June $1144.34 July $1396.13 and Aug. $1325.78 were read and approved.

Applications of Dr. Zach D. Owens and Dr. Jos. A. Gill for admission to the Medical Staff were presented. The qualifications and credentials of both being satisfactory, on motion they were both made members of the Medical Staff.

On motion a committee consisting of Mr. Hill, Taylor and Houtz were appointed to confer with Dr. Bulla to clarify certain practices within the Hospital by Physicians who maintain no outside office.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
Oct. 24, 1933.

A posponed meeting of the Trustees was held this date at the Hospital with the following present;

G.F.Hill
W.O.Saunders
J.D.Hathaway, Jr.,
R.R.Taylor
S.W.Gregory
C.W.Gaither
Miss Charlotte Gordon
A.B.Houtz.

Minutes of last meeting read and approved.

Miss Gordon presented her Sept. report as follows;

Cash on hand Sept Ist	$3961.84
Sept receipts	1128.97
	5090.81
Sept Disbursments	1387.94
on hand Oct Ist	3702.87

Full pay patient days		323
Part " " "		50
Free " "		223
Total " "		496

Carried over	17
Admitted	49
	66
Discharged	45
Carried over	21
Deaths 1 Male White	
" 1 " Colored	
Births 5	

Itemized disbursments of Sept. for $1387.94 were read and payment approved.

It appearing that our present contracts for charity hospitalization on the basis of $3.00 per day is not self sustaining, on motion it was ordered that effective Jan. Ist this be increased to the cost basis as shown by the last Duke audit less the $1.00 per day Duke contribution, and that our Prest. so advise the counties with whom we have contracts by letter.

It appearing that certain discrepancies have arisen in selecting the Board of Trustees, under the present City and County ownership of the Hospital, on motion it was ordered that the City and County Attorneys be requested to secure an amendment to our charter to cover the situation.

The Committee appointed to confer with Dr. Bulla relative to certain hospital practices complained of, reported a conference with Dr. Bulla at which he promised to open an office of his own outside the hospital and the committee felt this would remove the former cause of complaint by fellow members of the Medical Staff.

There being no further business, the meeting adjourned.

A. B. Houtz
secy.

A5396

Elizabeth City, N.C.
Nov. 22, 1933.

A regular meeting of the Trustees was held this date at the Hospital with the following present;

G.F.Hill
J.D.Hathaway Jr.
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon.

Minutes of last meeting read and approved.

Miss Gordon presented her Oct. report as follows;

Cash on hand Oct. Ist	$3708.87
Oct receipts	1088.85
	$4791.72
Oct Disbursments	1440.15
Cash on hand Nov Ist	3351.57

Full pay patients	186 days		patients carried over	21
Part " "	36		Admitted	34
Free "	237			55
Total	459		Discharged	41
			Carried over	14

Deaths 2, 1 male white 1 female White.
Births 2.

Itemized disbursments of $1440.15 were read and approved.

It appearing that the Hospital will be able to secure a small appropriation of work under the U.S.Government Public Works Fund, on motion the Prest. was authorized him to appoint two members of the board to serve with in in securing this aid. The Prest appointed J.D.Hathaway, Jr. and A.B.Houtz.

The Prest. reported progress on the charter revision but stated additional time was necessary to close it.

There being no further business the meeting adjourned.

A B Houtz
secy.

A5396

Elizabeth City, N.C.,
Dec. I9, I933.

A regular meeting of the Trustees was held this date at the Hospital at 7:45 P.M. with the following present;

G.F.Hill
W.O.Saunders
Jerry Hughes
C.W.Gaither
Miss Charlotte Gordon
A.B.Koutz

Minutes of last meeting were read and approved.

The Prest. reported that the CWA had approved a work project for the Hospital of 340 hours common labor, 50 hours painting and 50 tons Clay Gravel.
This is being expended in widening the drive way, replanting shrubbery and painting certain parts of the interior of the hospital.

Miss Gordon made the following report for Nov.,

Cash on hand Nov. Ist	$335I.57		
Nov peceipts	884.85		
	$4236.42	Deaths	2(colored)
Nov Disbursments	II57.37	Births	none
Cash on hand Dec.Ist	$3079.05		

Patients	carried over	I4	Full Pay Days		I48
"	Admitted	27	Part "	"	I2
		4I	Free	"	27I
"	Discharged	32	Total	"	43I
"	Carried over	I9			

November disbursments of $II57.37 read and approved.

On motion the Secy. was instructed to mail to each staff physician blank for the annual reorganization of the staff.
On motion the Secy. was instructed to have I00 staff application blanks printed.

There being no further business the meeting adjourned.

A.B.Koutz
Secy.

A5396

Elizabeth City, N.C.,
Jan. 16, 1934.

The regular monthly meeting of the Trustees was held this date at the hospital at 7:45 P.M. with the following present;

G.F.Hill
J.D.Hathaway Jr.
W.C.Dawson
C.W.Gaither
A.B.Houtz
Miss Charlotte Gordon

Minutes of last meeting were read and approved.

Supt. Gordon made her report for Dec. as follows;

Cash on hand Dec. 1st	$3079.02
Dec. receipts	866.34
	$3945.36
Dec. Disbursments	1813.72
Cash on hand Jan. 1, '34	$2131.64

Full pay	Patients	219 days	Deaths	1 Col. Female
Part "	"	36		1 " Still Born
Free	"	224		
		479 days		

Patients	carried over from Nov	19
"	Admitted	51
		70
"	Discharged	58
"	Remaining	12

Dec. Disbursments of $1813.72 read and approved.
Dec. unpaid bills of $450.32 read and payment approved.

It appearing the insurance on the Hospital is not equitably distributed among the local agents, on motion the Chairman was authorized to equalize the business as equitably as possible.

Application of Dr. M.H.Bailey was presented and on motion Dr. Bailey was elected to the Medical Division of the Staff but action on the application to practice surgery was deferred pending receipt of further information.

On motion the following applications for re-appointment to the 1934 staff were approved; Drs. Mora Bulla, Wm. Peters, H.D.Walker, Howard Combs, W.H.C.White, J.A.Gill, I.A.Ward, C.B.Williams.

Secy. was instructed to notify these appointees.

There being no further business the meeting adjourned.

A.B.Houtz
Secy.

A5396

Elizabeth City, N.C.,
Feb. 20, 1934.

The regular monthly meeting of the Trustees was held this date at the hospital at 7:45 P.M. with the following present;

G.F.Hill.
J.D.Hathaway,Jr.
S.P.Smith
C.W.Gaither
S.W.Gregory
A.B.Houtz
Miss Charlotte Gordon

Minutes of last meeting were read and approved.

Supt. Gordon made her report for Jan. as follows;

Cash on hand Jan.1st	$2131.64	Pat. Carried Over		12
Jan.Receipts	1758.02	Admitted		40
	$3889.66			52
Jan.Disbursements	662.08	Discharged		44
Cash on hand Feb.1st	$3227.58	Carried Over		8

Full pay patient days	170	Deaths	I.M.White
Part " " "	15	Births	2 M.White
Free " "	190		1 F. "
	376		

Jan. Disbursments of $662.08 were read and on motion payment was approved.

Prest. Hill reported that at a recent joint meeting of the County Commissioners and City Aldermen the following Trustees were elected to serve until Jan. 1936 to fill expiring terms; W.O.Saunders, A.B.Houtz, W.C.Dawson, J.J.Hathaway, Jr., and S.P.Smith.

J J Gaither

Election of officers for the ensuing year was held with the following results;

President	G.F.Hill.
Vice.Prest	Jerry Hughes
Treas.	C.W.Gaither
Secy.	A.B.Houtz
Executive Comm.,	G.F.Hill
	A.B.Houtz
	S.P.Smith
	W.O.Saunders
	S.W Gregory
Finance Committee	C.F.Hill
	C.W.Gaither
	Jerry Hughes
	S.P.Smith
	J.D.Hathaway,Jr.
Auditing Committee	S.P.Smith
	W.C.Dawson.

After hearing recommendations as to the ability of Dr.M.H.Bailey, coming from former hospitals with which he was connected, on motion Dr. Bailey was elected to the Surgical Division of the Staff for the ensuing year. read as a surgeon

Petitions from Dr.I.Fearing and Dr.Jach Owens for re-appointment to the 1934 Medical Staff were read, and on motion both were elected to our Staff.

Secy. was instructed to notify all appointees.

There being no further business the meeting adjourned.

A.B.Houtz. secy.

A5396

Elizabeth City, N.C.,
March 30, 1934.

The regular meeting of the Trustees was held this date at the hospital at 7:45 P.M. with the following present:

C.F.Hill
W.O.Saunders
C.W.Gaither
S.W.Gregory
S.P.Smith
A.B.Houtz

Minutes of last meeting were read and approved.

Supt. Gordon made her report for Feb. as follows;

Cash on hand Feb.1st	$3327.58
Feb. Receipts	983.75
	$4311.33
Feb.Disbursements	1353.26
On hand Mar 1st	$2958.07

Patients carried over	8	Deaths	1 Male White
" admitted	56		1 F. "
	64		1 F. Col.
" Discharged	40		1.S.B.Col.F.
" Carried over	24		1 S.B.Wh. M.

Full pay patient days	170
Part " " "	0
Free " "	262
	432

Disbursments of $1353.26 were read and on motion payment was approved.

Application of Dr.W.W.Sawyer for re-appointment to the Medical staff for 1934 was read and on motion was elected to the Staff.

Inspection of the boiler room was made by the Trustees and it was decided to ask the Insurance Companies to have same inspected to see if any further safeguards can be made to guard against the possibility of fire.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
April 9, 1934

A meeting of the Trustees was held this date at 7:30 P.M. with the following present;

G.F.Hill	S.P Smith
W.O.Saunders	Miss Charlotte Gordon
Jerry Hughes	A.B.Houtz

Supt. Gordon made her report for March as follows;

Cash on hand Mar.1st	$3953.07
March receipts	1623.55
	$4581.62
March disbursments	1576.00
Cash on hand Apr.1st	$3005.62

Full pay patient days		196	Births 1 M.White
Part "	"	" none	Deaths None
Free	"	" 453	
Total	"	" 649	

Disbursments of $1576.00 were read by items and on motion payment approved.

President Hill reported that the Insurance Companies had cancelled our liability insurance until certain improvements had been made to the elevator and after consideration of bids for doing this work it was ordered on motion that the contract for installing auto. gate locks, cable bell locks, 3 interior car gate, emergency swith and thimbles on the cables , be awarded to Hubert C.Jordan of Norfolk on his bid of $195.00, and that the machine repairs to the brake drum and armature shaft be arranged for at one of the local machine shops under Mr.Jordans supervision if the work can be done locally.

On motion the prest. was authorized to ask for bids on 8000 gal. of fuel oil.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.
May 23, 1934.

A meeting of the Trustees was held this date at 8 P M. with the following present;

G.F.Hill
S.P.Smith
W.C.Gaither
Dr.S.W.Gregory
Dr.J.D.Hathaway,Jr.
A B.Houtz
Miss Charlotte Gordon.

Minutes of last meeting read and approved.

Supt. Gordon made her report for April as follows;

Cash on hand Apr Ist	$3005.62
April Receipts	4344.05
	$7349.67
April Dusbursments	2582.54 — 2578.54
On hand May Ist	4667.13 4671.13

Full pay patient days	244	Carried over	I4
Part " " "	47	Admitted	50
Free " "	350		64
Total	641	Discharged	4I
		Carried over	23

Deaths 2, (I F.W.,I F.C.)
Births 3, (2 F.W.,I.M.W.)

2578.54

Itemized list of April Disbursments of $2582.54 were read and on motion payment approved.

Prest. Hill submitted bids on 8000 gal fuel oil from Gulf Refining Co.,Puroil Co.,Texas Co and Standard Oil Co. and it appearing the Standard Oil Co. bid of 5.I6¢ per gal. was the most favorable, on motion Mr.Hill was empowered to place contract with the Standard Oil Co. for the above amount.

There being no further business the board adjourned after Miss Gordon had told of her recent trip to Charlotte where she took a one week course in X Ray work under experts from the General Electric Co.

A B Houtz
Secy.

A5396

Elizabeth City,N.C.,
June 26,1934.

The regular monthly meeting of the Trustees was held this day at 8 P.M. with the following present;

G.F.Hill
Dr.J.D.Hathaway Jr.
Dr. S.W.Gregory
Jerry Hughes
Miss Gordon
A.B.Houtz

Minutes of last meeting were read and approved.

Supt. Gordon made her report for May as follows;

Cash on hand May 1st	$467I.I3
May receipts	I600.30
	$627I.43
May disbursments	I556.9I
On hand June 1st	$47I4.52

Full pay patient days			2I2	Carried over	23
Part pay	"	"	48	Admitted	64
Free	"	"	476		87
Total	"	#	736	Discharged	62
				Carried over	25

Deaths 2-IW.M.,I C.M. Births 3.W.F.

May disbursments of $I556.9I were read by items and on motion payment approved.

Supt. Gordon reported a recent visit from a representative of the Duke Endowment and also a representative of the Amer. College of Surgeons. Their report will be received later.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

Elizabeth City, N C.,
Sept. 25, 1934.

The regular meeting of the Trustees was held this day at 7:30 P.M. with the following present;

G F Hill
Dr J D Hathaway Jr.
Dr S W Gregory
W O Saunders
Jerry Hughes
Miss Gordon
A B Houtz

Minutes of last meeting read and approved.

Supt. Gordon made her report for June, July & Aug. as follows;

Cash on hand Jun. 1st	$4745.69	July 1st $5425.03	Aug 1 $6495.41
" Receipts	2323.25	3309.17	1944.73
	7068.94	8734.20	8440.14
Disbursments	1643.91	2238.79	1932.38
Balance on hand	5425.03	6495.41	6507.76
Full pay patient days	241	277	196
Part " " "	17	19	20
Free " "	406	448	284
	664	744	500
Patients carried over	25	22	21
" Admitted	60	68	64
	85	91	85
" Discharged	63	70	66
	22	21	19
Deaths	8-3 M W 3 F W 1 F C 1 M C	2 -1 F W 1 F C	2 1 F W 1 MW SB
Births	2- 1 MW 1 F W	3	4

Disbursements of $2323.25, $3309.17 and $1944.73 for the months of June, July and Aug. respectively were read item by item and payment approved on motion.

It appearing from the records that the case histories and the progress chartsare not being maintained as closely to date as possible, on motion the Secy. was instructed to write each member of the Medical Staff urgently requesting that this be done.

There being no further business, the meeting adjourned.

A. B. Houtz Secy.

Elizabeth City, N. C.,
Oct. 23, 1934.

The regular meeting of the Trustees was held this day at 7:30 P. M. with the following present;

G. F. Hill
Dr. S. W. Gregory
Dr. J. D. Hathaway, Jr.
Jerry Hughes
C. W. Gaither
S. P. Smith
Miss Charlotte Gordon
A. B. Houtz

Minutes of last meeting were read and approved.

Supt. Gordon made her report for Sept. as follows;

Cash on hand Sept. Ist	$6507.76
Sept Receipts	1173.85
	$7681.61
Sept. Disbursments	1292.66
On hand Oct Ist	6388.95

Full pay patient days		95	Carried over		19
Part pay	" "	21	Sept Adm.		37
Free	" "	331			56
Total	" "	447	Discharged		39
			Carried over		17

Births 5
Deaths 2 M W
1 F W S B.

Sept. Disbursments of $1292.66 were read Item by item and on motion payment approved.

On motion Miss Gordon was authorized to purchase Dr. Peters portable X Ray machine for $35.00.

Improvement in the case histories and progress charts was reported by Supt. Gordon.

After general discussion of matters affecting the hospital, the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N C
Nov. 20, 1934.

The regular meeting of the Trustees was held this day at 7:30 P.M. with the following present;

G. F. Hill
S. P. Smith
Jerry Hughes
W. O. Saunders
Dr S. W. Gregory
C. W. Gaither
A. B. Houtz
Miss Charlotte Gordon

Minutes of last meeting were read and approved.

Supt. Gordon gave her report for Oct. as follows;

Cash on hand Oct. Ist	$6388.95
Oct receipts	1173.16
	$7562.11
Oct disbursments	1477.59
On hand Nov Ist	$6084.52

Full pay patient days			147	Carried over	17
Part "	"	"	25	Admitted	52
Free	"	"	457		69
Total	"	"	629	Discharged	47
				Carried over	22

Oct. disbursments of $1477.59 were read item by item and on motion payment approved.

On motion $25.00 was appropriated and W.O. Saunders was authorized to procure a framed portrait of Mr. Jos. P. Knapp as a companion portrait to that of Mr. Jas. B. Duke, and that the portrait be likewise hung upon the walls of the hospital, in token of our appreciation of Mr. Knapps generous donation of $10,000 toward the purchase of this hpspital.

On motion duly made and unanimously carried it was voted to award Christmas gifts to our employees in appreciation of their faithful and efficient services, in amounts as follows; Miss Gordon $150.00 Misses Jackson, Manese, Gard, Dailey and Wade $25.00 each, Ethel Sykes, Wm. Simpson and Classie Barron $10.00 each.

After general discussion of hospital matters the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N. C.
Dec. 18, 1934

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present:

Messrs. J. D. Hathaway, Jr., S. P. Smith, S. W. Gregory, C. W. Gaither, Geo. F. Hill and Miss Charlotte Gordon.

1. Minutes of last meeting read and approved.

2. Supt. Gordon read her repprt as follows:

Cash on hand November 1st ...	$ 6,084.52
Receipts for month	1,564.16
Total	7,648.68
Disbursements	1,509.87
Bal. less disbursements	6,138.81
Checks out	5.85
Bal. cash on hand Dec. 1st ..	6,144.66

Full pay patients	218
Part pay patients	12
Free patients	325
Total patient days	555

Carried over	22
Admitted	55
Total	77

Discharged	65
"Balance on hand"	12

Births:
1 still born white

Deaths:
1 white male
2 white females
2 colored famales
1 colored male

3. Bills for previous month read item by item and by motion carried approved, and ordered paid.

4. By motion carried the four members of the Board of Trustees, J. D. Hathaway, Jr., S. W. Gregory, C. W. Gaither and Geo. F. Hill, whose terms expire in January 1935, are to be recommended to the joint meeting of the City Aldermen and County Commissioners to be reelected to office.

5. By motion carried the secretary is instructed to send out application blanks to the physicians of the City for membership on the Medical Staff, said applications to be returned no later than the third Tuesday in Jan.

6. By motion carried an Insurance Committee consisting of Messrs. S. P. Smith, J. D. Hathaway, Jr. and the chairman, be and is herewith authorized to study the insurance carried on all hospital property and to reallocate same among the agents of the city and to change manner of insurance and amounts of insurance as they shall deem necessary.

After general discussion of the meeting of the Duke Endowment held in Raleigh, Dec. 11th, at which the Supt. of the hsopital and the chairman of Board of Trustees attended, motion to adjourn was carried.

Mrs F Heck

Acting secretary.

Elizabeth City, N.C., 1935
Jan. 22, 1935.

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present; Messrs G.F.Hill, S.W.Gregory, S.P.Smith, Noah Burfoot, W.O. Saunders, A.B. Houtz and Miss Charlotte Gordon.

Minutes of last meeting were read and approved.

Supt. Gordon read her report as follows;

Cash on hand Dec. 1st	$6144.66
Dec. Receipts	2397.95
	$8542.61
Dec. Disbursments	2310.78
Bal. on hand Jan. 1, 1935	$6231.83

Full pay patient days	164	Deaths	I.M.W.
Part " " "	48		I.M.C.
Free " "	328		I.F.C.
Total " "	540	Births	I F.W.

December Disbursments were read item by item and on motion duly approved, were ordered paid.

Applications for appointment to the Medical staff were read and the following were elected to the staff for 1935; Dr. I.H. Bailey, Mora Bulla, Wm. A. Peters, H.D. Walker, J. Howard Combs, C.B. Williams, W.H.C. White, J.A. Gill, I.A. Ward, W.W. Sawyer, and I. Fearing.

Dr. Zach Owens was elected to the staff through Feb. and Secy. was ordered to request Dr. Owens to bring his records and charts up to date. and the matter of his appointment for the balance of the year will then be considered at our next meeting.

The Insurance Committee reported the Insurance had been increased to $30,000 on the Building, to $15,000 on the equipment and $1,000 on the garage and allocated to all the insurance writers in the city in an equitable manner. They also reported the purchase of 4 2½ gal Chemical Extinguishers which will reduce our insurance rate.

W.O. Saunders reported he had ordered an enlargement of Mr. Knapps picture and hoped to have it hung by our next meeting.

The following officers and committees were elected for 1935;

Prest G.F.Hill
V.Prest Jerry Hughes
Treas. C.W.Gaither
Secy. A.B.Houtz

Executive Committee
G.F.Hill
A.B.Houtz
S.P.Smith
W.O.Saunders
S.W.Gregory

Auditing Committee.
S.P.Smith
Noah Burfoot

Finance Committee
G.F.Hill
C.W.Gaither
S.P.Smith
Noah Burfoot

A B Houtz Secy.

A5396

Elizabeth City, N.C.,
Feb. 26, 1935.

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present; Messrs G.F. Hill, C.W. Gaither, Jerry Hughes, A.B. Houtz and Miss Charlotte Gordon.

Minutes of last meeting were read and approved.

Supt. Gordon read her report as follows;

Cash on hand Jan. 1st	$6231.83
Jan. Receipts	1765.70
	$7997.53
Jan Disbursments	718.11
Cash on hand Feb. 1st	$7279.42

Full pay patient days	203
Part " " "	57
Free " "	403
Total " "	663

Patients carried over	17
" Admitted	55
	72
" Discharged	54
" Carried over	18

Births	3	White
Deaths	3	2 White
		1 Colored

The Jan. disbursements were read item by item and payment approved.

The enlarged portrait of Mr. Jos. P. Knapp was received and ordered hung upon the wall of the Hospital as a companion portrait to that of Mr. Duke.

On Motion Dr. Zach Owens was elected to the Medical Staff for 1935.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
March 19, 1935.

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present; Messrs. G.F.Hill, W.C.Gaither, C.L.Smith, Noah Burfoot, Dr.S.W.Gregory, A.B.Houtz and Miss Charlotte Gordon.

Minutes of last meeting were read and approved.

Supt. Gordon read her report as follows;

Cash on hand Feb. 1st	$7285.15
Feb receipts	956.48
	$8341.63
Feb Disbursments	2207.15
Cash on hand Mar. 1st	$6034.48

Full pay patient days	165	165
Part " " "	121	121
Free " "	241	241
Total		527 Deaths 4.

Feb. disbursments were read item by item and on motion payment was approved.

Prest. Hill read notice of suit brought against Dr. Combs and the Hospital by Clara Jordan and on motion the Executive Committee was directed to employ counsel at an agreed fee in advance, if possible securing McMullan & McMullan whom we understand will represent Dr. Combs.

There being no other business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.
April 30, 1935.

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present;

G F Hill
W O Saunders
S P Smith
Noah Burfoot
C W Gaither
Dr S W Gregory
Jerry Hughes
A.B.Houtz
Miss Charlotte Gordon

Minutes of last meeting were read and approved.

Supt. Gordon read her report as follows;

Cash on hand March 1st	$6034.48
March Receipts	1043.97
	$7078.45
March Disbursments	3096.05
Cash on hand April 1st	4982.40

Full pay patient days	211	Carried over 19
Part " " "	17	Admitted 72
Free " " "	488	91
Total " " "	716	Discharged 64
		Carried over 27

Births 5 Deaths 5

Supt. Gordon reported the purchase of 6 New Modern and complete beds.

The March Disbursments were read item by item and on motion payment approved.

The Superintendent reported that she had been compelled to turn patients away on account of insufficient space.

After discussion on motion the Chairman was directed to appoint a Committee of 3 to look into the matter of additional facilities and make recommendations to the Board. The Chair appointed on this Committee A.B.Houtz, Jerry Hughes and S P Smith.

The matter of the per diem charges to the local county and city charity patients was brought up for discussion. Motion made and carried that the charges be mede $2.00 per day to Pasquotank County and Elizabeth City effective Oct.1,1934 and Supt. Gordon be authorized to adjust her chages on this basis.

Chairman reported that the suit of Clara Jordan had been settled out of court at no cost to the Hospital

There being no further business, the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
June 25, 1935.

The regular meeting of the Trustees was held this day at 8 P M With the following present;

G.F.Hill — C.W.Gaither
Dr.S.W.Gregory — Mrs.Charlotte Fearing
Jerry Hughes — A.B.Houtz

Supt. read her reports for April & May as follows;

Cash on hand Apr Ist	$4983.40		May Ist	$10,234.96
Receipts	8145.34			3,571.92
	$13127.74			13,806.88
Disbursments	2892.78			2,390.63
Balance	$10,234.96			$11,416.25
Full pay patient days		284		358
Part " " "		2		12
Free " " "		449		426
Total " " "		735		796
Patients carried over		27		27
" Admitted		57		69
		84		96
" Discharged		57		74
		27		22
Births		4		7
Deaths		3		3

Disbursments of $2892.78 for April and $2390.63 for May were read item by item and payment approved.

Mr.Hill reported having had a conference in Raleigh with Mrs. Fearing, Dr.Rankin and Mrs.O'Berry relative to securing Govt. funds on the addition to the hospital recommended by the Committee appointed at the April meeting. Dr.Rankin approved the plans for a separate addition in the location of the present sun parlor, and Mrs. O'Berry suggested we make formal application at once for the necessary funds, approximately $30,000.

On motion it was ordered to proceed at once on the formal application for the Govt. grant.

On motion it was ordered that the expenses of the Raleigh trip, including repairs to Mrs. Fearings car of about $70,00 due to accident while on this mission, be paid from the hospital funds.

On motion it was ordered that Capt.Hite be asked to submit a close estimate of the repairs needed to convery the second floor of the garage into a rest room for the nurses, with the idea of doing this work at once if found feasible.

There being no further business the meeting adjourned.

A. B. Houtz
secy.

A5396

Elizabeth City, N.C.,
Oct. 22, 1935.

The regular meeting of the trustees was held this day at 7:30 P.M. with the following present;
G.F.Hill, A.B.Houtz
Dr. S.W.Gregory Mrs. Charlotte Fearing,

The Supt. read her reports for June, July, Aug & Sept. as follows;

	June	July	Aug	Sept.
Cash on Ist	$II,416.25	$II,632.19	$II,147.53	$II,270.83
Receipts	1,894.90	1,667.10	1,935.00	1,913.39
	$13,311.15	$13299.29	$13,082.53	$13,184.22
Disbursements	1,678.96	2151.76	1,811.70	1,849.67
Balance	$II,632.19	$III47.53	$II,270.83	$II,334.55
F.P.P.D's	249	190	237	172
P.P.P.D's	4	9	23	42
F. P.D's	503	390	517	438.
TotalP.D's	756	589	777	652
Carried over	22	14	28	21
Admitted	63	56	67	61
	85	70	95	82
Discharged	71	42	74	63
Retained	14	28	21	19
Births	4	7	3	2
Deaths	I SB	I	3	2

The disbursments for each of the above reported months were read item by item.

Chairman Hill reported his inability to secure any definite information from the local PWA offices as to the status of our application but is continuing his efforts to learn something definite.

Supt. reported the purchase of the winters supply of fuel oil.

Supt. reported the conversion of a first floor room into a nurses recreation room, and the trustees present approved heartily of this move, and complimented her on its attractive appearance.

After lengths discussion of hospital affairs the meeting adjourned.

A B Houtz
secy.

Elizabeth City,N.C.,
Nov.13,1935.

A special meeting of the Trustees was held this day at 7:30 P.M. at the Hospital with the following present;

G.F.Hill
Noah Burfoot
Jerry Hughes
S.P.Smith
C.W.Gaither
W.O.Saunders
Mrs.Charlotte Fearing
A.B.Houtz

Chairman Hill advised that the meeting was called to consider necessary repairs need our present building and to provide additional needed ward space.

He reportedalso that upon investigation he found that Architects Benton and Benton had failed to make application to the WPA as promised, and therefore there was now no application from us before that board.

He also presented itemized estimate of cost of urgent repairs needed prepared by W.S.Chesson Jr. aggregating $514.87, at which price Mr.Chesson was willing to do the work.

After considerable discussion it was the sense of the meeting that these repairs should be undertaken immediately with our own funds, and on motion duly made and carried Mr.W.S.Chesson,Jr. was authorized to proceed with the work on the basis of his estimate as soon as possible.

On motion duly made and carried Chairman Hill was authorized to appoint a committee to investigate and secure bids for either spraying waterproofing over the exterior of the building or putting on a coat of waterproof stucco, and report to the board.

After further discussion of the additional ward space needed, on motion duly made and carried, Architect Hite was instructed to draw plans for a $10,000 one story colored ward annex,to be built on the south side of the hospital and to be connected to the present building with a glass inclosed corridor along the west side of the present colored ward.

On motion duly made and carried it was ordered that application be made to the PWA for a 45% grant and a 55% loan to cover cost of construction.

It having been brought to the attention of the Trustees that Supt.Charlotte Fearing was desirous of adopting a baby boy recently born in the hospital, and the mother being willing to said adoption, on motion duly made and carried the Trustees gave unanimous consent to the adoption and extended heartiest best wishes to mother and child.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N C.,
Jan. 7, 1936.

A posponed meeting of the trustees was held at 7:30 P M. with the following present;

G F Hill	Jerry Hughes	Mrs Charlotte Fearing
W. O. Saunders	C W Gaither	A. B. Houtz
S P Smith	G F Little	

Minutes of last meeting were read and approved.

The new appointee to the board, Mr. G. F. Little was welcomed by the Prest. and entire board.

Supt. Charlotte Fearing made her reports as follows;

	Oct.	Nov.	Dec.
Cash on hand 1st	$11,334.44	$10,917.48	$10,032.07
Receipts	1,815.66	1,586.30	2,044.85
	$13,150.10	$12,503.78	$12,076.92
Disbursments	2,232.62	2,471.71	2,232.14
Balance	$10,917.48	$10,032.07	$ 9,844.78
Carried over	19	23	22
Admitted	58	47	62
	77	70	84
Discharged	54	48	66
	23	22	18
Births	2	3	10
Deaths	4	3	8
F. P. P. D's	229	192	253
P. P. P. D's	24	30	31
F. P. D's	445	398	418
Total "	698	620	702

On motion Secy. was authorized to send out applications for appointment to the Medical staff for 1936, advising each applicant that the necessary records be made for each patient within 24 hours of the admission, except in cases where this is impossible, in order that the Hospital records be clear, and failure to do this will disbar the careless physician from the staff.

President reported that work authorized to be done at last meeting by Mr. Chesson has delayed owing to Mr. Chessons absence from the city, but would be done during Feb.

Prest. reported two bids or estimates of about $700.00 for waterproofing the outside of the Hospital but suggested this be deferred until the other repairs had been made.

Motion made to re-allocate the Insurance on Hospital giving a share to each Insurance Agent in town.

Prest. called for an election of officers and committees for the ensuing year with the following result;

(Over)

Prest.	C.F.Hill
V.Prest	Jerry Hughes
Treas.	C.W.Gaither
Secy	A.B.Houtz

Executive Committee
C.F.Hill
A.B.Houtz
S.P.Smith
W.O.Saunders
G R Little

Finance Committee
C.F.Hill
C.W.Gaither
Jerry Hughes
Noah Burfoot

Auditing Committee
Jerry Hughes
Noah Burfoot

After general discussion of the affairs of the hospital the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City,N.C.,
Jan.28,1936.

The regular monthly meeting of the Trustees was held this date at 7:45 P.M. with the following present;

G F Hill	W O Saunders	Mrs Charlotte Fearing
Noah Burfoot	S W Gregory	
C W Gaither	S P Smith	
G R Little	A.B.Houtz	

Minutes of last meeting read and approved.

Applications from the physicians for appointment to the Medical Staff for I936 were read and on motion the following appointments were made; Dr's M.H.Bailey, M.S.Bulla,I.Fearing,Z.D.Owens,Wm.A.Peters,W W.Sawyer, H.D.Walker, I A Ward,W.H.C.White and C.B.Williams.

On motion duly made and carried it was ordered that the applications of Dr.H.J.Combs and J.A.Gill be rejected pending their completion of their case histories, and that the Supt. be instructed not to admit them to the Hospital for practice until these histories are in order.

The Chairman reported that the Hospital Insurance has been re-allocated as ordered at the last meeting.

Chairman also reported that Mr.Chesson will make the repairs authorized during February.

A sketch was submitted for a one story addition south of the present sun parlor for additional ward space,and on motion it was ordered that the Chairman and Secy. ascertain the architects fees for plans, specifications and supervision on same, and report to the board, as soon as a more detailed plan can be submitted.

There being no further business the meeting adjourned.

A B Houtz Secy.

Elizabeth City,N.C.
Jan.30,I936.

A call meeting of the Trustees was held this date at 7:30 P.M. with the following present;

G F Hill	C W Gaither	A B Houtz
W O Saunders	Jerry Hughes	Mrs Charlotte Fearing
S P Smith	G R Little	M.P.Hite

The Chairman reported Architect Hite was willing to prepare plans,specifications and supervise construction of proposed addition on a 4% of cost basis,making no charge for previous plans or repair plans previously made, and submitted a more detailed plan along the line of the sketch submitted at last meeting.

After considerable discussion and certain suggested changes on motion duly made it was ordered that Architect Hite be employed on the above basis and authorized to prepare plans and submit them for bids as early as possible, reserving the right to the Trustees to reject any or all bids.

(over)

On motion duly made and carried a committee consisting of the Chairman and Mrs. Fearing was appointed to make such minor changes in the plans as they may deem wise, prior to submitting them for bids.

It was the sense of the Trustees that the sum of $5000 from the Hospital funds should be appropriated for this addition, and any additional funds needed should be requested from the County and City equally, to be repaid to the County and City from Hospital funds as soon as this can be done without interference with the operation of the Hospital.

There being no further business the meeting adjourned.

A. D. Short
Secy.

A5396

Feb. 25,1936.

The regular meeting of the Trustees was held this date with the following present;

G F Hill	S W Gregory	Mrs C.Fearing
Jerry Hughes	C.W.Gaither	M.P.Hite
G R Little	A.B.Houtz	

Minutes of last regular meeting and call meeting of Jan 30th read and approved.

Superintendent Fearing read her report for Jan. as follows;

Cash on hand Jan,I,1936	$9844.78
Jan receipts	2355.13
	$12199.91
Jan Disbursments	1620.81
Cash on hand Feb.1,1936	$10579.10

Patients	carried over	18	Full pay patient days		156
"	Recd in Jan	45	Part "	"	44
		63	Free	" "	253
"	Discharged	48	Total	" "	453
"	Feb 1st	15			

Births	1 White M.	Deaths	3 M.White
	2 " F.		1 C.Male
			1 C.Female

Disbursments for Jan read item by item and on motion payment approved.

The Supt.having reported that Dr.J.A.Gill had brought his records up to date, on motion he was appointed to the Medical Staff for 1936.

Architech Hite submitted detailed plans for the addition to the Hospital, and on motion duly made and carried,the plans were approved and Mr.Hite authorized to secure segregated bids on the work,reserving to the Trustees the right to reject any or all bids.

There being no further business the meeting adjourned.

A B Houtz

Secy.

March 23,1936.

The regular meeting of the Trustees was held this date with the following present;

G.F.Hill	S P Smith	
Jerry Hughes	G R Little	A B Houtz
Noah Burfoot	W O Saunders	
S.W.Gregory	Mrs Charlotte Fearing	

Minutes of last meeting read and approved.

Superintendent Fearing read her report for Feb. as follows;

Cash on hand Feb. Ist	$10,579.10
Feb Receipts	1,436.88
	$12,015.98
Feb Disbursments	1,814.88
	$10,201.10

Patients carried over from Jan	15	Full P. Days		203
" Admitted in Feb	38	Part P	"	52
	53	Free P	"	225
" Discharged	42	Total		480
" Carried over into Mar	11			

Births 2 Deaths 2

Disbursments for Feb. read item by item and on motion payment was approved.

After considerable discussion on the proper treatment of unpaid hospital bills the Superintendent was on motion instructed to place in the hands of attorneys for judgment such accounts as she feels are being wilfully neglected, and that the County Commissioners and City Aldermen be frequently furnished a list of outstanding accounts that they may be informed of delinquents.

On motion the Chairman was requested to appoint two of the Trustees to act with him as a Committee to appear before the Camden County Commissioners to endeavor to secure a definite payment plan for the charity cases coming from Camden County.

The Board adjourned to the dining room for the purpose of publicly opening bids on the proposed new construction; Bids were as follows; On General contract,exclusive of plumbing and heating; Bartlett $8950,Chesson$9203, Savin $9500. On above less Boiler Room & Coal Storage Bartlett $6950,Chesson $7203, Savin $7100.
On combined plumbing and heating, Hopkins $3697.09, Fitchett $3387.00 with Nat Boiler,$3337 with Amer.Boiler.
After some discussion meeting was adjourned to Tuesday night Mar 31st 7:30 P.M. at which time further consideration was to be given these bids.

There being no further business the meeting adjourned.

A B Houtz Secy,

45396

Elizabeth City,N.C.,
March 31,1936.

A called meeting of the Trustees was held this date at 7:30 P M. to take action on the bids recently received for proposed addition to the hospital,with the following present;

G F Hill
Jerry Hughes
G R Little
S P Smith
W O Saunders
C W Gaither
Noah Burfoot
Mrs Charlotte Fearing
A B Houtz

Minutes of last meeting read and approved.

Chairman Hill reported that in talking with several of the bidders he was advised that by changing specifications somewhat, cost could be greatly lessened without great detriment to the project.

After considerable discussion on motion duly made all prior bids were rejected and checks attached to bids ordered returned.

On motion duly made Chairman was authorized to appoint two of the Trustees to serve with him as a committee and to confer with the architect, have new specifications drawn and submitted to former bidders for new bids,and to have a call meeting of the Trustees to consider these bids as early as possible.

Chairman appointed Jerry Hughes & A B Houtz.

There being no further business the meeting adjourned.

A B Houtz
Secy.

April 17,1936.

A meeting of the building committee was held thisdate at the hospital,8 PM. Present G.F.Hill,Jerry Hughes, A B Houtz,Mrs Fearing and Architect M.P.Hite.

The proposed building was discussed at length and it appeared unwise to again submit for new bids on thewhole project,but it was the opinion that we should confine our plans for the present to the annex only and provide a heating plant for this annex only, and to recommend to the Trustees the employment of a competent superintendent and endeavor to construct the building by sub-contracts rather than by a general contract. Architect Hite felt under this plan we could secure the construction within our budget.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

April 21,1936.

The regular meeting of the Trustees was held this date at 8 P.M. with following present,-G.F.Hill, S.P.Smith,G.R.Little, C.W.Gaither,A.B.Houtz, Mrs.Fearing and Architect M.P.Hite.

Minutes of last regular and intervening meetings read and approved.

Superintendent Fearing read her report for March as follows;

Cash on hand Mar I,	$10,201.10
Mar Receipts	787.95
	$10,989.05
Mar Disbursments	1,957.36
On hand Apr. Ist	9,031.69

Full Pay Pat. Days	251	Births	5
Part " " "	24	Deaths	7
Free " "	287		
Total	562		

On hand Mar Ist	11
Admitted	57
Discharged	47
Carried into Apr 21.	

Disbursments for March read item by item and on motion payment was approved.

Committee appointed to go before the Camden board of commissioners reported that they had been advised by the Board in session that contract would be entered into on the same basis as other counties.

Mr.Hill read a letter from Dr. Rankin advising no financial assistance could be expected from the Duke Endowment on the building project.

Architect Hite made a lengths talk on the proposed annex giving an approximate cost of $8500 to $9000 and recommended the employment of a superintend of construction, and the building be done by sub-contract and force account labor.

On motion duly made and carried, the Chairman was authorized to appoint a building committee with authority to proceed with the construction on the annex, securing a Supt. and using the sub-contract basis as much as possible, on a basis of probable cost covering work as outlined by Architect Hite,including material, labor,appliances and services not exceeding $9000.00

Chairman appointed Jerry Hughes and A.B.Houtz to serve with him on this committee.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
May 26, 1936.

The regular meeting of the Trustees was held this date at 7:45 with the following present;

G. F. Hill, A. B. Houtz
W O Saunders Mrs. Charlotte Fearing
G R Little
Jerry Hughes

Minutes of last meeting read and approved.

Supt. Fearing made her report as follows;

Cash on hand April 1st	$9031.69	Carried over	21
April Receipts	7327.61	Admitted	48
	$16359.30		69
April Disbursments	1749.32	Discharged	58
Cash on hand May 1st	$14609.98	Carried over	11

Full pay patient days	208	Births	1 SB FW
Part " " "	14		2 NB FW
Free " " "	233		2 NB MW
Total	455	Deaths	3
			1 SBFW
			1 M Col
			2 F Col

Disbursements for April were read item by item and on motion payment wasapproved.

Letter from Dr. J. H. White was read asking that check for 75% of his bill, which check accompanied his letter, be received in full of his account.

He stated that other hospitals had granted him a 25% reduction as a cortesy to his profession.

After consideration by the Trustees, on motion the Supt. was instructed to acknowledge the check in full settlement.

The building committee reported the employment of Mr. Milton Savin as Building Construction Superintendent on the basis of 60¢ per hour actual time spent on the work.

Architect Hite and Mr. Savin were invited in with bidders on the plumbing and heating.

On opening the bids it was found that Hopkins Bros. had bid $3989.10 and J. E. Fitchett had bid $2231.75 for the combined job of heating and plumbing per specifications.

On motion Hopkins Bros. bid was declined and his bonding check ordered returned.

The building committee requested Mr. Fitchett to meet with them Wed. night May 27th at 7 P.M. for further discussion.

Building committee also reported that Kramer Bros. Co. were low bidders on the lumber and mill work and order had been placed with them.

There being no further business the meeting adjourned.

A B Houtz
Secy.

ARKANSAS HOSPITAL BUILDING STATEMENT

November 9, 1936

AMOUNT DEPOSITED IN BANK ..... $ 8000.00

DISBURSEMENTS.

	Labor	Mtl.	Both
Concrete - walls ..	114.03	250.64	
Concrete - floor ..	318.62	250.85	
Brick work	436.14	360.70	
Lumber work	447.63	747.85	
Painting	73.70	6.18	
Plastering	174.04	250.00	
Plumbing & heating	500.00	1000.78	
Roofing			368.42
Architect			325.00
Filling			169.50
Electric work			321.64
	2090.06	3705.90	1174.56

Total all disbursements 6970.60
Cash on hand 1029.40
To balance 8000.00

ARKANSAS HOSPITAL BUILDING STATEMENT - Cont'd

Bills due for work done:

C. City Iron Works	6.25	
C. City Brick Co.	1532.36	
Pitkin & Reid	30.73	
Holtzer & Cabot	76.50	
Garrett Bldg.	134.24	
Culpepper Bldg.	19.60	
Total bills due for work done		1799.68

Needs to complete-

Lumber	100.00	
Electric work	75.00	
Painting	50.00	
Plumbing & heating	225.00	
Architect	150.00	
Miscellaneous	100.00	
		700.00
Approximate future needs		2499.68
Amount cash on hand		1029.40
Amount necessary to be advanced		$ 1470.28

A5396

Elizabeth City,N.C.
Sept. 22,1936.

A regular meeting of the Trustees was held at 7:45 P.M. with the following present;

G.F.Hill	G.R.Little	Mrs Charlotte Fearing
W.O.Saunders	S.W.Gregory	
S.P.Smith	C.W.Gaither	
Jerry Hughes	A.B.Houtz	

Minutes of last meeting were read and approved.

Supt. Fearing made her report for the months of May,June,July Aug. as follows;

	May	June	July	Aug.
Cash Ist of	$I4,6I2.48	$5,870.85	$5,225,42	$6,765.62
Receipts	I,I44.29	I,6I2.50	2,969.85	I,9I3.08
	$I5,756.77	7,483.35	8,I95.27	8,678.70
Disbursmnts	9,885.92	2,257.93	I,429.65	I,775.37
Balance	$ 5,870.85	5,225.42	6,765.62	6,903.33
Pat. Days;				
F.Pay	I82	260	302	324
P. "	35	I8	57	24
Free	33I	399	289	280
Total	548	677	648	628
Pat.Carried over	II	I9	22	20
Admitted	66	67	74	75
	77	86	96	95
Discharged	58	64	76	73
Remaining	I9	22	20	22
Births	8	5	2	9
Deaths	9	7	5	9

Disbursments were on motion approved.

Prest. Hill reported the probability of securing a rear ambulance entrance through the co-operation of the city officials and the WPA, and on motion it was ordered to endeavor to secure same.

Prest. Hill reported an expenditure of $6II4.60 already made on the annex and a probable further expenditure of $3228.50 to complete same, rendering an itemized list of all expenditures which list is made a part of these minutes.

The Trustees inspected the new annex and expressed approval of the construction and the cost of same.

In appreciation of the loyal and efficient work of Superintendent Charlotte Fearing,over a period of many years, whose careful and economical management has made the construction of this annex possible, it was on motion duly made and carried unanimously, ordered that her salary be increased as of Sept.Ist, from $I50 per month to $I75 per month.

There being no further business the meeting adjourned.

A B Houtz
Secy.

ALBEMARLE HOSPITAL BUILDING FUND REPORT

September 22, 1936

AMOUNT DEPOSITED IN BANK ..... $ 8000.00

DISBURSEMENTS:	Labor	Mtl.	Both
Concrete - walls	111.63	.250.64	
Concrete & floor	311182	250.85	
Brick work	426.64	360.70	
Lumber work	402.52	747.83	
Painting	75.40	6.18	
Plastering	123.10	250.00	
Plumbing & heating	300.00	1496.28	
Roofing			358.42
Architect			325.00
Tiling			169.50
Electric work			148.09
	1751.11	3362.48	1001.01

Total disbursements to date	6114.60
Balance on hand Sept. 22, 1936	1885.40

APPROXIMATE AMOUNTS TO COMPLETE NEW ANNEX:

Elizabeth City Brick Co.	1460.65	
Architect	100.00	
Electric work	300.00	
Painting	100.00	
Plumbing & Heating	375.00	
New oil burner	392.85	
Lumber	100.00	
Carpenter work	100.00	
Hardware	200.00	
Miscellaneous	100.00	
Approximate amount needed to complete annex ...		3228.50
DEFICIT		1343.10

Geo. F. Hill.

A5396

Elizabeth City,N.C.,
Nov.IO,I936.

A posponed meeting of the Trustees was held at 7:45 P.M. with the following present;

G.F.Hill	Noah Burfoot
W.O.Saunders	C W Gaither
S.P.Smith	A.B.Houtz
Jerry Hughes	Mrs. Charlotte Fearing

Minutes of last meeting were read and approved.

Supt. Fearing made her report for the months of Sept & Oct. as follows

	Sept.	Oct.
Cash Ist of	$6903.33	$6763.52
Receipts	2077.99	2399.63
	898I.32	9I63.15
Disbursments	22I7.80	I408.29
Balance	6763.52	7754.86

Full pay patient days	27I	305
Part " " "	24	29
Free " "	247	329
Total " "	542	663

Carried over	22	I9
Admitted	56	65
	78	84
Discharged	59	60
Carried over	I9	24

Births	4	2
Deaths	2	6

Disbursments for months of Sept. & Oct. read item by item and on motion payment was approved.

Chairman Hill of the building committeereported that expenditures to date on the Annex were $6970.60 and unpaid bills of $2499.68 on hand, with funds in hand to pay same.

Supt. Fearing reported the Annex practically completed and partially occupied. The Trustees made an ispection of same and expressed satisfaction with the new building.

Letter from Dr. Rankin of the Duke Endowment was read relative to the handling of charity cases, and on motion the Secy. was instructed to reply to same pledging our co-operation along the lines suggested.

After discussion of the hospital problems and needs with the Supt., the meeting adjourned.

A B Houtz Secy-

A5396

Elizabeth City, N.C.,
Jan. 19, 1937.

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following trustees present;

G.F.Hill, C.W.Ward, Mrs.Charlotte Fearing
Noah Burfoot, S.P.Smith
Fred White, A.B.Houtz

Minutes of the last meeting read and approved.
Officers for the ensuing year were duly elected as follows; Prest. G.F.Hill, Vice Prest. S.P.Smith, Treas. G.R.Little, Secy. A.B.Houtz

On motion duly made and carried the Prest. was authorized to appoint an Executive Committee, a Financial Committee and an Auditing Committee. Prest. advised he would appoint these committees before our next meeting.

Supt. Fearing made her report for Nov. and Dec. as follows;

	Nov	Dec.
Cash on hand Ist of	$7754.86	7209.34
Months receipts	1604.25	1911.50
	9359.11	9120.84
Months disbursments	2149.77	4474.29
Cash on hand	7209.34	4646.55
Full pay patient days	197	235
Part " " "	17	16
Free " "	284	281
Total " "	498	532
Patients carried over	24	13
Admitted	44	56
Discharged	55	54
Carried over	13	15
Births	4	4
Deaths	1	5

Disbursments for the months of Nov. and Dec. were read and payment approved.

Superintendent reported no outstanding unpaid bills.

On motion the Secyl was instructed to invite the Doctors to make application for appointment to the Medical Staff for 1937.

Prest. Hill offered report of the building committee showing total cost of the new annex was $9458.10 with all bills paid.

Prest. Hill made an insurance report and he was requested by the Board to make inquiry as to cost of public liability insurance and boiler insurance and report at our next meeting.

On motion duly carried the Prest. was authorized to appoint a committee with power to act on the suggestions of Mayor Flora as to additional fire safeguards.

On motion duly made and carried a resolution was made effective that as we have no facilities for isolating contagious cases, that no cases be admitted to the hospital which come under the quarantine laws, and that if any member of the Medical Staff insists on bringing such cases to the hospital, he be dropped from the Staff.

After making an inspection of the new annex, there being no further business the Board adjourned.

A. B. Houtz Secy.

A5396

Elizabeth City, N.C.,
Feb.23,1937.

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present;

G.F.Hill, G.R.Little, S.P.Smith, A.B.Houtz, Mrs. Charlotte Fearing

Minutes of the last meeting were read and approved.

The President had appointed the following committees since our last meeting;

Executive	Finance	Auditing
G.F.Hill, ex Off.	G.F.Hill, ex Off	C.W.Ward
A.B.Houtz, "	G.R.Little, "	S.P.Smith
Fred White	Jarvis Scott	
C.W.Ward	S.P.Smith	
G.R.Little	Noah Burfoot	

The Committee of Fred White and A.B.Houtz appointed to act on fire prevention recom endations reported the bricking up of one door and one window in the furnace room, the metal covering of the furnace room door, with an entry door to be metal sheathed, and the installation of one 2½ gal Fire Foam Extinguisher and 3 small automatic extinguishers. The Supt. of the gas company alsomade an inspection and instricted the Supt. how to turn off the entire gas supply outside the building in case of fire.

Supt Fearing made her report for Jan. as follows;

Cash on hand Jan. Ist	$4646.55	Patients carried over	15
Jan Receipts	1933.50	Admitted	56
	$6580.05		71
Jan Disbursments	1518.29	Discharged	49
Cash on hand Feb.Ist	5261.76	Retained	22

Full pay patient days	221	Deaths	4	Births	3
Part " " "	0				
Free " "	239				
Total	460				

Disbursments for Jan. were read item b y item and on motion payment was approved.

Applications for appointment to the Medical staff for 1937 were received from Drs. M.H.Bailey, Howard J.Combs, I.Fearing, J.A.Gill, Z.D.Owens, Wm. A.Peters, W.W.Sawyer, H.D.Walker, W.H.C.White and C.B.Williams.

On motion each of the above were appointed to the Medical Staff for 1937 and Secyl was instructed to so inform them.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N. C.
March 23, 1937

The regular meeting of the Trustees was held this day at 7:45 P.M. with the following present:

Fred White	Jarvis Scott	C. W. Ward
W. O. Saunders	S. P. Smith	G. R. Little
G. F. Hill	Mrs. Charlotte Fearing	

Minutes of the last meeting were read and approved.

Disbursements for February were read item by item and on motion payment was approved.

Supt.,Mrs. Fearing, made her report for February as follows:

Cash on hand Feb. 1st	$ 5,261.76
Receipts for Feb.	1,209.70
	6,471.46
Disbursements for Feb.	2,114.88
Bal. cash on hand	4,456.58

Full pay patient days		236	Patients carried over		22
Part " " "		37	" admitted		53
Free " " "		320			75
		593	" discharged		57
			" retained		18
Deaths		6			
Births		4			

Motion carried that a committee composed of Messrs. White, Scott and Little, go before the Board of County Commissioners and ask that they subscribe $144.00 to pay for the labor in installing additional hydrants for the protection of the Hospital from fire, the City obligating itself to furnish all material.

There being no further business the meeting adjourned.

Geo F Hill

Acting secretary.

A5396

Elizabeth City, N.C.
April 28, 1937.

The regular meeting of the Trustees was held this day at 7;45P.M with the following present;

G.F.Hill	C.W.Ward	A.B.Houtz
G.R.Little	Fred White	Mrs Charlotte Fearing
Noah Burfoot	W.O.Saunders	

Minutes of last meeting were read and approved.

Supt. Fearing made her report for March as follows;

Cash on hand Mar.Ist	$4456.58
Mar. Receipts	2584.70
	$7041.28
Mar Disbursments	2504.50
Balance Apr.Ist	$4536.78

Full pay patient days	381	Patients carried over	I8
Part " " "	I7	Admitted	&67
Free " "	404		85
	802	Discharged	6I
		Retained	24

Births 8 Deaths 3

Disbursments for March read item by item and on motion payment was approved.

Supt. was questioned as to how the case histories are being taken care of, and how collections are coming in, and Supt. reported both were satisfactory.

Chairman Hill read a letter from Dr.Rankin cautioning the Trustees against free patients that really should not have charity treatment. It appears that our Hospital is doing as well as can reasonable be expected along this line, and no indication that the spirit of the Duke Endowment rules being intentionally violated. Chairman Hill volunteered to reply to Dr.Rankins letter.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
May 25, 1937.

Regular meeting of the Trustees was held this day at 7:45 P.M. with the following present;

S.P.Smith	Noah Burfoot	A.B.Houtz
G.R.Little	Fred Smith-White	Mrs Charlotte Fearing

Vice Prest. S.P.Smith presiding.

Minutes of last meeting were read and approved.

Supt. Fearing gave her report for April as follows;

Cash on hand Apr. Ist	$4536.78
Apr. Receipts	6557.00
	$II093.78
Apr. Disbursments	20II.70
On hand May Ist	9082.08

Full pay patient days	300	Births	2
Part " " "	9		
Free " "	335	Deaths	2
Total	644		

Patients carried over from Mar	24
Admitted	50
	74
Discharged	48
Retained	26

Disbursments for April were read item by item and on motion approved.

The Trustees inspected the furniture provided by the Kiwanis Club to furnish the private room to be known as the Wm.B.Zimmerman room, and expressed genuine approval of the same.

There being no further business, the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,

June 22, 1937

Regular meeting of the Trustees was held this day at 7:45 P.M. with the following present;

S.P.Smith G.R.Little Fred White Mrs Charlotte Fearing
G.F.Hill Noah Burfoot A.B.Houtz

Minutes of last meeting read and approved.

Supt. Fearing gave her report for May as follows;

Cash on hand May 1st	$9082.08		
May Receipts	2658.05		
	$ 11740.13		
May Disbursments	2652.36		
Balance	9087.77		
Less checks returned	95.75	Births	5
Actual Balance	8992.02	Deaths	8
Full pay patient days	349	Patients carried over	26
Part " " "	I	" Admitted	73
Free " "	247		99
	597	" discharged	72
		" retained	27

May disbursments were read item by item and on motion payment approved.

On Motion duly made and carried the President was requested to write a letter of appreciation to the Kiwanis Club for their generous donation of equipment in furnishing the Wm. B.Zimmerman Memorial Room.

On motion duly made and carried the Supt. was instructed to take an equal amount of advertising space in each of the local papers special Roanoke Island Memorial Edition if the forms have not already closed.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.
Sept. 21, 1937.

Regular meeting of the Trustees was held this day at 7:45 P.M. with the following present;

G.F.Hill, Fred White, Chas Ward, A.B.Houtz
G.R.Little, Noah Burfoot, S.P.Smith, Mrs Charlotte Fearing

Minutes of last meeting were read and approved.

Supt. Fearing made her report for June, July and Aug. as follows:

	June	July	Aug.
Cash on hand 1st of	$ 8992.02	$ 9054.63	$ 8732.70
Months receipts	2467.55	2271.86	2144.96
	$11459.57	$11326.49	$10877.66
" Disbursments	2404.94	2593.79	1907.33
Balance	$ 9054.63	$ 8732.70	$ 8970.33
Deaths	6	6	6
Births	5	5	12
Patients carried over	27	27	28
Admitted	80	64	78
	107	91	106
Discharged	80	63	85
Retained	27	28	21
Full pay patient days	437	318	598
Part " " "	0	64	22
Free " "	334	271	301
Total " "	771	653	921

The disbursments for each of the months were read item by item and on motion patment was approved.

Chairman made inquiry as to case histories and Supt. reported that Dr. Gill and Dr.Owens were behind with their records.

It was noted that August had the greatest number of patient days in its history.

Supt, reported numerous repairs being made to the main building.

There being no further business, the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N. C.
October 19, 1937

The regular meeting of the Trustees of the Albemarle Hospital was held this day at the Hospital at 7:45 P.M. with the following present: Messrs. G. R. Little, S. P. Smith, Fred White, Charlie Ward, Geo. F. Hill and the Supt. Mrs. Charlotte Fearing.

Minutes of the last meeting were read and approved.

The Supt. made her report for September as follows:

Cash on hand Sept. 1 -	$9,073.05	Full pay days	355
Receipts for Sept.	3,048.61	Part pay days	1
Total	12,121.66	Free days	177
Disbursements for Sept.	3,143.50	Total	533
Balance cash on hand	8,978.16	Carried over	21
Checks out	49.71	Admitted	59
	9,027.87	Total	80
Checks returned	102.72	Discharged	67
Balance	8,925.15	Retained	13
		Deaths	6
		Births	5

The disbursements for September were read item by item and on motion payments approved.

The Supt. reported that Doctors Owens and Gill had caught up with their case history records.

The Supt. reported that repairs were still being made on the Hospital and some progress made.

The President reported that he had ordered the Hospital tanks filled by the Gulf Oil Co.

The President brought to the attention of the Trustees that through the kindness of S. P. Smith the pipes to the oil tanks had been put in good condition.

The Supt. reported that at present there were only 12 patients in the Hospital, the smallest number for some time.

After some discussion about the cash balance on hand, whether a part of same should be invested in bonds, Building & Loan stock or put on savings account in the Bank, a motion was carried that the Pres. and Supt. be authorized to secure additional information regarding Building & Loan Paid Up Stock and Installment stock and report with recommendations to the Board at its next meeting.

No further business, the meeting adjourned.

Geo F Hill

Acting Secy.

A5396

Elizabeth City, N.C.,
Nov. 16, 1937.

The regular meeting of the Trustees was held this day at the Hospital at 7:45 P.M. with the following present;

G.F.Hill G.R.Little A.B.Houtz
C.W.Ward Fred White Mrs. Charlotte Fearing

Minutes of last meeting were read and approved.

Supt. Fearing made her report for Oct. as follows;

Cash on hand Oct. 1st	$8865.44	Births	5
Oct Receipts	1963.52	Deaths	4
	10838.96		
Oct. Disbursements	2939.00		
Cash on hand Nov. 1st	7899.96		

Full pay Pat. Days	248
Part " " "	0
Free " "	196
Total " "	444

Patients carried over	13
" Admitted	44
	57
" Discharged	46
" Retained	11

Disbursements for Oct. were read item by item and on motion payment was approved.

The Trustees inspected the repairs being made to 1st floor, including dining room, kitchen, pantry, office and halls, and expressed unanimous approval of the work being done.

Supt. reported the chart records of the hospital as now being in satisfactory shape.

Chairman Hill reported the purchase of a $1000.00 Alb. Bldg & Loan Asso. paid up certificate bearing 4% interest, in accord with action at last meeting, and delivered same to Supt. Fearing to be placed in the Hospital Safe Deposit Box.

After discussion The Chairman and Supt. were authorized by motion to subscribe to Alb. Bldg. & Loan Asso. stock to the extent of $75.00 per month.

On motion the Chairman and Supt. were authorized to purchase two Elizabeth City 4% bonds, when and if they deemed we had sufficient funds in hand to do so.

*

There being no further business the meeting adjourned.

A B Houtz
Secy.

* On motion it was ordered that a joint supper meeting be arranged for the Trustees, the General Medical Staff and the Nurses, at such time as Dr. Rankin can be secured for the speaker, and Chairman Hill and Supt. Fearing were authorized to make necessary arrangements for same.

A B Houtz

A5396

Elizabeth City, N.C.,
Dec. 21, 1937.

The regular meeting of the Trustees was held this day at the Hospital with the following present;

G.F.Hill S.P.Smith Fred White Mrs. Charlotte Fearing
G.R.Little C.W.Ward A.B.Houtz

Minutes of last meeting read and on motion approved.

Supt. Fearing made her report for Nov. as follows;

Cash on hand Nov. 1st	$7899.96	Births	4
Nov. Receipts	1783.87	Deaths	5
	9683.87		
Nov. Disbursements	4909.39 *		
Cash on hand Dec. 1st	4774.44		

* $521.40 deposited after bank balanced.

Full pay patient days	235	Patients carried over	11
Part " " "	0	" Admitted	55
Free " "	340		66
Total " "	575	" Discharged	45
		" Retained	21

Disbursments for Nov. were read item by item and on motion payment was approved.

Included in the disbursments for Nov. was the purchase of a paid up Alb. Building & Loan Asso. certificate for $1000.00.

Also the purchase of an Eliz. City Public Utility Bond for $812.44 was included in Nov. disbursments.

These investments are deposited in the Safe Deposit Box at 1st & Cit. National Bank.

Supt. reported that owing to resignations of Asst. Supt. Jackson and one of the nurses it will be necessary to employ two additional nurses.

On motion duly made and carried, it was ordered that the Supt. be given a Christmas gift of $50, each of the nurses $10, and the colored help each $5.00.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
Jan.25, I938.

The regular meeting of the Trustees was held this date at the Hpspital with the following present.

G.F.Hill	S.P.Smith	Noah Burfoot	Mrs Charlotte Fearing
G.R.Little	John Peele	Fred White	A.B.Houtz

Minutes of last meeting were read and approved.

Mrs. Fearing made her report for Dec. as follows;

Cash on hand Dec.Ist	$4774.44	$4774.44	
Dec. receipts	2380.58	I646.02	
	$7I54.82	$6420.46	
Dec. Disbursments	3I42.45	3I42.45	
Cash on hand Jan. I, '38	$40I2.37	3278.0I	

Births	9
Deaths	4
Patients carried over	2I
Admitted	5I
	72
" Discharged	50
" Retained	22

Full pay patient days	259
Part " " "	0
Free " "	244
Total " "	503

Disbursments for Dec. were read item by item and on motion payment was approved.

The President reported that at the joint Jan. meeting of the County Commissioners and Aldermen John Peele was appointed to our board replacing Mr.W.O.Saunders, resigned. Also G.R.Little, S.P.Smith, Fred White and A.B.Houtz were re-appointed.

Mr.Peele was welcomed to the Board, and responded with a short speech of appreciation of the honor.

The President reported that the Insurance on the Hospital had be re-allocated.

Applications for appointment to the Medical Staff for I938 were presented from Doctors Bailey, Combs, Fearing, Gill, Owens, Peters, Sawyer Walker, White and Williams, and on motion all were appointed to the staff for I938.

Officers for the ensuing year were elected as follows;
Prest. G.F.Hill, Vice Prest. S.P.Smith, Treas. G.R.Little,
Secy. A.B.Houtz.

On motion the Prest. was authorized to appoint an Executive Comm., a Financial Committee, and an Auditing Comm.

President advised he would make these appointments prior to our next meeting.

On motion the Prest. was authorized to invite the Medical Staff to a joint meeting with the Trustees, the object of said meeting to secure a regular monthly meeting of the Staff and general co-operation with the Trustees.

A proposed contract between the Hospital and the Hospital Care Association of Durham was read, and on motion Prest. was authorized to enter said contract provided the Duke Endowment approved same.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
Feb. I5, I938.

The regular meeting of the Trustees was held this date at the Hospital with the following present;

G.F.Hill, Noah Burfoot, S.P.Smith, Mrs.Charlotte Fearing
John Peele, Fred White, A.B.Houtz

Minutes of last meeting read and approved.

Supt. Fearing made her report for Jan. as follows;

Cash on hand Jan.I,	$3278.0I	
Jan. Receipts	2329.88	
	$5607.89	
Jan. Disbursments	2I37.I0	
Cash on hand Feb.Ist	$3470.79	

Births	5
Deaths	7
Patients carried over	22
" admitted	6I
	83
" Discharged	59
" Retained	24

Full pay patient days		286
Part pay	" "	0
Free	" "	348
Total	" "	634

Jan. disbursments were read item by item and on motion payment was approved.

Pres. Hill announced the following appointments;

Executive Comm.: G.F.Hill, Ex.Off, A.B.Houtz, Ex Off., Fred White, C.W.Ward, G.R.Little.

Finance Comm., G.F.Hill, Ex. Off., G.R.Little, Ex. Off., John Peele, S.P.Smith, Noah Burfoot.

Auditing Comm., C.W.Ward, S.P.Smith.

Prest. Hill reported Dr.Ranking would be available for the joint meeting of the Trustees and General Staff the night of March I6th and a luncheon meeting would therefore be arranged for that date.

There being no further business the Meeting adjourned.

A B Houtz

Secy.

A5396

Elizabeth City,N.C.,
April 19,1938.

The regular meeting of the Trustees was held this date at the Hospital with the following present:

G.F.Hill, S.P.Smith, Fred White, A.B.Houtz, Jarvis Scott, G.R.Little, John Peele, Mrs Charlotte Fearing, C.W.Ward

Minutes of last meeting read and approved.

Supt. Fearing made her report for Feb. and March as follows;

	Feb.1st	March 1st
Cash on hand	$3470.79	$3869.38
Months receipts	2494.14	1547.50
	$5964.93	$5416.88
" Disbursments	2095.55	3114.15
Balance on hand	3869.38	2302.73
Full pay patient days	289	262
Part " " "	0	18
Free " "	298	229
Total " "	587	509
Births	11	6
Deaths	3	12
Patients carried over	24	16
" Admitted	55	66
	79	82
" Discharged	63	61
" Retained	16	21

Disbursments for Feb. & March read item by item and on motion payment was approved.

Supt.Fearing reported charts were up to date with the exception of Dr.Owens, and he has promised to correct this.

The Staff meetings seem to have taken on renewed life since the joint meeting of Trustees and Staff and comment among the Trustees was that the joint meeting was of considerable value.

The matter of Professional Liability Insurance was taken up and on motion the President was authorized to take out a policy with an annual premium of about $50.00.

Motion made and passed that the Prest. with such other Trustees as he may select make a visit to the next regular meetings of the boards of County Commissioners of Chowan,Perquimans,Currituck and Dare County for the purpose of familiarizing the several boards with our facilities, methods, etc.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
May 31, 1938.

The posponed regular meeting of the Trustees was held this date at the hospital with the following present:

G.F.Hill, S.P.Smith A.B.Houtz
G.R.Little Fred White Mrs. Charlotte Fearing

Minutes of last meeting read and approved.

Supt. Fearing made her report for April as follows;

Cash			
Cash on hand Apr Ist.	$2302.73	Births	7
April Receipts	5617.10	Deaths	4
	$7919.83	Patients carried over	21
April Disbursments	2665.82	" Admitted	53
Cash on hand May Ist	5254.01		74
		" Discharged	58
		" Retained	16

Full pay patient days		284
Part " " "		16
Free " "		206
Total " "		506

The Disbursments for April were read item by item and on motion payment was approved.

Supt. reported that the case histories were in pretty good shape with the exception of those of Dr.Owens which were not up to date.

On motion the Secy. was instructed to request Dr.Owens to give this his attention.

On motion Fred White was requested to ask the Tidewater Paint Co. of Norf Norfolk to make an estimate for painting the Hospital roof.

Dr. I.Fearing appeared before the board with some constructive criticisms relative to the operation of the hospital, and the request that an item of $5.00 on the bill of his patient Miss. Scott be returned to her, claiming the particular item had not been ordered by him.

On motion it was ordered the $5.00 be returned to Miss Scott.

There being no further business, the meeting adjourned.

A B Houtz
Secy.

Elizabeth City, N.C.
July 19, 1938.

The regular meeting of the Trustees was held this date with the following present;

G.F.Hill	Fred White	Jarvis Scott
John Peele	G.R.Little	A.B.Houtz
C.W.Ward	Noah Burfoot	Mrs. Charlotte Fearing

Minutes of last meeting read and approved.

Superintendent Fearing read her reports for May and June as follows;

	May	June
Cash on hand 1st of	$5254.01	4864.31
Receipts	2525.20	2443.13
	$7779.21	7307.44
Disbursements	2914.90	2895.33
Cash on hand 30th of	$4864.31	4412.11
Births	6	7
Deaths	6	9
Patients carried over	16	18
" Admitted	61	81
	77	99
" Discharged	59	70
" Retained	18	29
Full pay patient days	318	415
Part " " "	0	3
Free " "	385	264
Total " "	703	682

Disbursements for May and June were read item by item and on motion payment was approved.

Superintendent reported progress was being made on chart records.

The matter of a new incinerator was discussed and on motion the Supt. was authorized to purchase one costing approximately $300.00, care to be used to get one large enough to take care of a possible enlargement of the hospital.

Chairman Hill read a letter of resignation from Superintendent Fearing and after considerable discussion the resignation was unanimously declined.

On motion a committee of Rev. Hilland A.B.Houtz was appointed to interview the nursing staff and the Medical Staff relative to frictional differenc s and to report back to the Trustees with recommendations.

There being no further business, the meeting adjourned.

A. B. Houtz
Secy.

A5396

The regular meeting of the Trustees was held this date at 7:45 P.M. with the following present:

G.F.Hill, G R.Little, Fred White, John Peele, Noah Burfoot, S.P.Smith, A.B.Houtz, Mrs Charlotte Fearing

Minutes of last meeting were read and approved.

Supt. Fearing made her reports for July and Aug. as follows:

	July	August.
Cash on hand Ist of	$44I2.II	$4255.89
Receipts	2546.35	2519.01
	6958.46	6574.90
Disbursements	2702.57	2938.94
Cash on hand 31st of	4255.89	3635.96
Births	I6	5
Deaths	9	7
Patients carried over	29	25
" Admitted	I0I	8I
	I30	I06
" Discharged	I05	8I
" Retained	25	25
Full pay patient days	570	422
Part " " "	I0	I5
Free " "	483	360
Total " "	I063(Record)	797

Disbursments for July and August were read item by item and on motion payment approved.

Supt. reported charts in reasonably good shape.

Complaints of Mr.Ferebee about the incinerator were considered and in view of the fact we are about to purchase a new one, it was ordered we secure recommendations from an experienced incinerator man as to how we may obviate these complaints as much as possible.

The matter of Dr. aliba's back taxes on the property prior to the purchase by the city and county was taken up, and on motion duly made and carried it was ordered thatthe contract between Dr.Saliba and the city and county be strictly adhered to.

Chairman Hill read a letter from each member of the staff giving such constructive criticisms as each had to offer, this being at the request of the committee appointed at our last meeting.

One of the most unanimous suggestion was a nurses home, and in view of the possibility of aid at this time from the PWA it was ordered a committee be appointed to consider this matter and report to the board. Houtz, Burfoot and Little were appointed.

The matter of another phone line was discussed and Supt. was instructed to see what can be done about this after conference with Mr.Dewey of the telephone company.

The matter of a silent signal system was discussed and a proposal from Mr. D.R.Kramer to install a silent system on each floor as an extension of our present system for $8.00 per floor, with $3.00 extra for each extension buzzer needed, it was ordered that he be instructed to proceed with the work.

Minor changes of recording temperatures, pulse, etc. on the charts more promptly in the mornings was considered but action was with held on this for the present. Installation of quiet signs, etc. was likewise deferred for the present.

Superintendent was instructed to purchase the usual winters supply of fuel oil.

The matter of a joint meeting with the Medical Staff for the purpose of discussing hospital matters was discussed and on motion meeting was authorized called for Friday Night Sept. 23d in the auditorium of the new county building at 8 o'clock.

There being no further business the meeting adjourned.

/s/ D Hoult
Secy.

Sept. 23,1938.

A joint meeting of the Trustees and the Medical Staff was held this day at 8 P.M. in the County Building Auditorium with the following present from the Medical Staff; Dr's Fearing,Walker,Bailey,Sawyer,Owens,White, Combs,Peters and Gill, and from the Trustees, Mr. Hill, Little,Smith,Burfoot,Ward , Houtz ,Scott,Peele and Mrs. Fearing,Supt.

Mr.Hill presided and announced the purpose of the meeting was to discuss with the staff the various recommendations that had been made in the recent survey, to acquaint the Staff with all recommendations and to report progress in certain items.

He then read the suggestions received from each member of the staff in this survey, and advised that steps had been taken by the Trustees to install a visual call system in place of the present buzzer ststem, that a Committee had been appointed to investigate the possibility of erecting a nurses home as a WPA project, and minor improvements.

The committee on the nurses home advised they were having estimates made on a home similar to one shown in the I934 Duke Endowment report and expected to give a definite recommendation on this in the near future.

After announcing that the bed occupancy of the hospital for July and August exceeded any former 60 day period by far, the meeting was thrown open for discussion.

Dr's Fearing, Peters, Walker ,Owens and combs made talks and after some discussion the meeting adjourned after expressing the feeling that there should be more joint meetings and closer co-operation between the Trustees and the Staff.

J. B. Houtz Secy.

A5396

Elizabeth City, N.C.,
Oct. I2, I938.

A call meeting of the Trustees was held this date at 8 P.M. with the following present: G.F.Hill, G.R.Little, C.W.Ward, Noah Burfoot, John Peele, A.B.Houtz & Mrs Charlotte Fearing.

Chairman Hill advised that while the meeting was called to receive the report of the Nurses Home Building, we would also consider it our regular meeting.

Minutes of our last regular and intervening meeting were read and approved.

Supt. Fearing made her report for Sept. as follows;

Cash on Hand Sept. Ist	$3635.96
Sept. Receipts	3I80.80
	$68I6.76
Sept. Disbursments	3I54.22
Cash balance Sept. 30th	$3662.54

Births 6	Patients carried over	25
Deaths 2	" Admitted	73
		98
	" discharged	80
	" retained	I8

Full pay patient days	38I
Part " " "	0
Free " "	347
Total " "	728

Dirsbursments were read item by item and on motion payment was approved.

It being brought to the Boards attention that request had been made by the County Commissioners and the City Alderman for frequent lists of accounts receivable, which had been overlooked, the Supt. was instructed to furnish each board such a list monthly.

Chairman Hill reported the receipt of a deed from Dr.John Saliba for the riparian rights on property adjacent to the Hospital Grounds and he was asked to write Dr.Saliba a letter of thanks for same.

The matter of allowing Dr.LaNeave of Manteo permission to practice surgery in the hospital was discussed, and on motion was ordered tabled.

The Committee appointed at the last meeting to investigate plans for a nurses home submitted plans for a home approximately 36' x 56' similar to one pictured in the I934 Duke Endowment report, and submitted an estimate on the building of $I0,633.67($8II8.47 material and $25I5.20 labor) and recommended the construction of same with aid of the PWA.

After considerable discussion on motion the Committee was authorized to proceed with the erection of the building, with authority to decide on specifications and all else necessary to enable them to proceed rapidly and with instructions to include in said building program an approved type incinerator.

There being no further business the meeting adjourned.

A.B.Houtz
Sec.

A5396

Nov.I5,I938.

A regular meeting of the Trustees was held this date at 7:45 P.M. with the following present: G.F.Hill, John Peele, G.R.Little, Noah Burfoot, S.P.Smith, C.W.Ward, A.B.Houtz and Mrs Charlotte Fearing.

Minutes of last meeting were read and approved.

Supt. Fearing made her report for Oct. as follows:

Cash on hand Oct. Ist	$3662.54
Oct. Receipts	2057.I2
	$57I9.66
Oct. Disbursements	$2537.48
Cash on hand Nov.Ist.	$3I82.I8

5	Births	Patients carried over	I8	Full pay patient days			222
6	Deaths	" Admitted	62	Part " " "			I5
			80	Free " "			30I
		" Discharged	54	Total " "			538
		" Retained	26				

Disbursements were read item by item and on motion payment was approved.

The Nurses Home Committee reported that formal application has been drawn and forwarded to the Windson Office of the W.P.A. for a project under which the Administration is to furnish all the labor except skilled labor of $384.00, all the material to be furnished by the Hospital except a grant of $I490.60 from the administration to be applied on material.

On motion duly carried the Chairman and Secy. were ordered to appear before the County Commissioners and the City Aldermen at their next regular meeting and familiarize these boards with the plans we have for the building of the home.

On motion duly made and carried, Treasurer was instructed to mail check for $I0.00 to Bennie Meads for his help in making up necessary estimate of cost on the Nurses Home project.

After considerable discussion, on motion duly carried it was unanimously decided to locate the Nurses Home on the vacant lot in the south west corner of the Hospital property.

Supt. Fearing reported that Dr's. Combs, Gill and ~~White~~ Owens were behind with their chart records.

There being no further business, the meeting adjourned.

A B Houtz
Secy.

A5396

Dec.20,1938.

A regular meeting of the Trustees was held this date at 7:30 P.M. with the following present:

S.P.Smith, C.W.Ward, Mrs. Charlotte Fearing
G.R.Little John Peele
Fred White A.B.Houtz

In the absence of Mr.Hill who was sick, Mr.Smith presided.

Minutes of last meeting read and approved.

Supt. Fearing made her report for Nov. as follows;

Cash on hand Nov.1st	$3182.18
Nov Receipts	2392.50
	$5574.68
Nov Disbursments	2891.20
Cash on hand Dec.1st	$2683.48

Births	9	Patients carried over	26	Full Pay Patient days	388
Deaths	2	" admitted	64	Part " " "	73
			90	Free " "	213
		" Discharged	73	Total " "	674
		" Retained	17		

Disbursments were read item by item and on motion payment was approved.

A letter was read from the Tillett Real Estate Co. offering the lot adjoining the Hospital Property, with a 50' frontage on Carolina Ave.@ $325.00. On motion a committee of C.W.Ward and G.R.Little was appointed to investigate this with authority to purchase same if a price can be obtained that is satisfactory in their judgment.

On motion the Secy. was authorized to send out the annual applications for appointment to the Medical Staff for 1939.

On motion it was ordered that a Christmas gift of $50 be given the Superintendent, $10 each to the nurses and $5 each to the colored help.

There being no further business the meeting adjourned.

A. B. Houtz Secy.

Jan.17,1939.

A regular meeting of the Trustees was held this day at 7:45 P M. with the following present;

G.F.Hill, G.R.Little, Fred White, Noah Burfoot, ~~G.R.Little~~, Dennis Morgan, C.W.Ward, Mrs Charlotte Fearing, A.B.Houtz

Visitors Herbert Poole & Chas. Ward,Jr.

Minutes of last meeting read and approved.

Our new member Mr.Dennis Morgan was welcomed to the board.

Officers were elected for the ensuing year as follows; Prest. G.F.Hill,,Vice Prest. S.P.Smith, Treas. G.R.Little, Secy. A.B.Houtz.

President Hill reappointed the standing committees, substituting Mr. Morgan in place of Mr.Jarvis Scott,retired.

Supt. Fearing made her report for dec. as follows;

Cash on hand Dec.Ist	$ 2684.08	Births	8
Dec. Receipts	2874.65	Deaths	5
	$ 5558.73	Patients carried over	17
Dec. Disbursments	3923.13	" Admitted	65
Cash on hand Jan.1,1939	$ 1635.60	" Discharged	63
		" Retained	19

Full pay patient days	398
Part " " "	0
Free " " "	251
Total " "	649

Disbursments were read item by item and on motion payment was approved.

Prest. Hill advised that folling the usual custom the insurance had been re-allocated for the coming year so each insurance agent in the city shared equally in it.

Mr.Little reported that the committee appointed at last meeting to consider the purchase of the adjoining lot had purchased same for $225.00.

Prest. Hill reported that the suggested revision of the charter that should have been made just after the purchase of the hospital by city and county, to revise the method of electing Trustees, had been overlooked, and on motion it was ordered that the charter be amended to conform with present practice,as soon as possible.

On motion it was ordered that the city bond and the Bldg & Loan Certificate we now hold, be sold, and $2000 be transferred from the General Fund to a Building Fund to provide means to erect the Nurses Home.

On motion the officers were authorized to mortgage the new Nurses Home if it is necessary to do this, in order to complete the building.

Architect Chas. Ward appeared before the board, submitted revised plans and drew out considerable discussion of various features of the roposed building.

The Building Committee reported that the PWA had employed MrFrank Benton to supervise the work, and expected to start work on the 26th inst.

There being no further business the meeting adjourned.

A.B.Houtz Secy

Applications for appointment to the General Staff for 1939 from Dr's Bailey,Combs,Fearing,Gill,Owens,Peters,Sawyer,Walker,White and Williams. were read on on motion were appointed to the General Medical Staff for 1939.

A5396

Feb.21, 1939.

The regular meeting of the Trustees was held this date at 7:45 P.M. with the following present:

G.F.Hill, C.M.Ward, A.E.Foutz
G.R.Little, Noah Burfoot, Mrs Charlotte Fearing
Fred White, Dennis Morgan, S.P.Smith

Minutes of the last meeting were read and approved.

Supt. Fearing made her report for Jan. as follows;

Cash on hand Jan. 1st	$1638.60	Births	8
Jan Receipts	$1859.60	Deaths	4
	3498.20	Patients carried over	19
Jan Disbursements	2361.56	" Admitted	57
On hand Feb. 1st	$1134.64	" Discharged	55
		" Retained	21

Full pay patient days	290
Part " "	0
Free " "	404
Total " "	694

Amount of the Duke Endowment Contribution for 1938 reported as $3926.00

The Supt. reported the following increases in activity in the Hospital in 1938 over 1937; 100 more patients, 574 more patient days, 101 more operations, 21 more deliveries, 204 more days of baby care, 698 more Lab. Examinations, 98 More X rays, 129 more films made.

Supt. reported cases well written up except Dr.Combs who is behind with this work.

The matter of proposed legislation to provide additional tax on all motorists to provide hospitalization for injured motorists was discussed at some length. Motion carried that we advise our representatives that we are in favor of the legislation, except that the proposed 50¢ levy come out of present license fees, and not as additional tax.

Building committee made report on progress of the Nurses Home, now under construction, foundations all being in, sewer in, and first floor joist and sills in place.

Work is being hindered temporarily by the PWA delivery of sub floor material being delayed.

There being no further business the meeting adjourned.

A.E.Foutz

Secy.

A5396

Elizabeth City, N.C.,
March 23, 1933.

A meeting of the Trustees was held this date at 7:45 P.M. with the following present;

C.J.Hill R.N.Little Dennis Morgan C.W.Ward
Fred White Noah Burfoot C.P.Smith A.B.Foutz
Mrs Fearing, Supt.

Minutes of last meeting read and approved.

Supt. Fearing gave her report for Feb. as follows;

Cash on hand Feb. 1st,	$ 142.54	Births	3
Feb. Receipts	1364.96	Deaths	6
	2507.50		
Feb. Disbursements	2428.67		
Cash on hand 1st	78.83	Patients carried over	21
		" Admitted	59
		" Discharged	54
		" Retained	26

Full pay patient days	314
Part " " "	30
Free " " "	252
Total " "	596

Disbursements were read item by item and motion passed approved.

Building Committee reported work had been started on the Nurses Home on receipt of the delayed sheeting, and Supt. Benton is hoping to get it under roof this week.

There being no further business, the meeting adjourned.

Secy.

A5396

Elizabeth City, N.C.,
April I8, I939.

The regular meeting of the Trustees was held this date at 7:45 P.M. with the following present;

G.F.Hill G.R.Little C.W Ward Mrs Fearing, Supt.
Fred White Dennis Morgan A.B. Houtz

Minutes of last meeting were read and approved.

Supt. Fearing made her report of March as follows;

Cash on hand Mar Ist	$ 78.63	Births	8
March Receipts	3072.6I	Deaths	9
	$3I5I.24	Patients carried over	26
March Disbursments	24I4.86	" Admitted	66
On hand April Ist	$ 736.38	" Discharged	70
		" Retained	22

Full pay patient days	3I4
Part " " "	42
Free " "	30I
Total " "	657

Disbursments were read item by item and on motion payment approved.

The matter of insurance on the Nurses Home was discussed and on motion Mr.Little was instructed to have a policy for $5000 issued, and increased as the Building Committee feel is warranted by the progress of the building.

Building Committee reported the building completely framed and sheathed, and work laying the asbestos roof and siding expected to start in one or two days.

There being no further business the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
May 23, 1939.

The regular meeting of the Trustees was held this date at 7:30 P.M. with the following present:

G.F.Hill G R Little Dennis Morgan A.B.Houtz
John Peele Fred White S.P.Smith Mrs Charlotte Fearing.

Minutes of last meeting were read and approved.
Supt. Fearing made her report for April as follows;

Cash on hand Apr. Ist	$ 736.38	Births	9	
April Receipts	3820.32	Deaths	7	
	$4556.70	Patients carried over		22
April Disbursments	2102.87	" Admitted		72
On hand May Ist	$2453.83	" Discharged		73
		" Retained		21

Full pay patient days	$ 332	
Part " " "	54	
Free " "	295	
Total " "	681	

Disbursments for April were approved.

Building Committee reported insurance on the Nurses Home had been increased to $8000.00. Also reported that work was proceeding satisfactorily with plumbing and heating systems practically all roughed in and house about ready for plastering.

After the business session Mrs. Fearing treated the Trustees to an excellent steak dinner in the lobby which was enthusiastically received by every trustee present.

After the dinner an informal social meeting was enjoyed till adjournment at 10:15.

A B Houtz
Secy.

A5396

Eli zabeth City, N.C.,
June 20, 1939.

The regular meeting of the Hospital Trustees was held this date at 7:45 with the following present;

G.R.Kittle — Noah Burfoot — A.B.Houtz
Dennis Morgan — C.W.Ward — Mrs. Charlotte Fearing, Supt.

In the absence of Prest, Hill and V?Prest Smith, Mr.Little acted as Chairman.

Minutes of last meeting read and approved.
Supt. Fearing made her report for May as follows;

Cash on hand May Ist	$2453.83
May Receipts	2897.26
	$5351.09
May Disbursements	3085.05
On hand June Ist	$2266.04

Births	4
Deaths	3

Patients carried over		2I
"	Admitted	43
		64
"	Discharged	48
"	Retained	I6

Full Pay Patient Days		222
Part "	" "	50
Free	" "	263
Total	" "	535

Building committee reported progress on the nurses home.

After some discussion of hospital matters in general the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
July I8, I939.

The regular meeting of the Trustees was held this date at 7:45 P.M. with the following present;

G.F.Hill C.W.Ward A.B.Houtz
G.R.Little John Peele Mrs Charlotte Fearing

Minutes of last meeting read and approved.

Supt. Fearing made her report for June as follows;

Cash on hand June Ist	$2266.04
June receipts	227I.75
	$4537.79
June disbursments	2304.52
Cash July Ist	$2233.27

Deaths	8
Births	7
Patients carried over	I6
" Admitted	77
" Discharged	66
" Retained	27

Full pay patient days	365
Part " " "	24
Free " "	366
Total " "	755

Disbursments for June were read item by item and on motion payment was approved.

It appearing that certain counties are sending patients to the hospital irregularly, after some discussion, it was on motion ordered that the Prest. and Supt. prepare a standard admission blank which clearly sets forth the requirements for admission as an indigent patient, and effort be made to have the several counties adopt said form.

On motion it was ordered that efforts be made to secure approval for an additional P.W.A. project for the necessary repairs to the main Hospital.

On motion Mr.Little and Mrs. Fearing were appointed a committee to investigate cost of fire extinguishers for the Nurses Home and report at the next meeting.

On motion it was ordered to take out a Public Liability Insurance policy on the Hospital on a 5 year basis.

Report of progress on the Nurses Home was made, after which the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
Sept. I9, I939.

The regular monthly meeting of the Trustees was held this date at 7:45 P.M. with following present;

G.F.Hill,	Fred White	A.B.Houtz
G.R.Little	Noah Burfoot	Mrs. Charlotte Fearing
Dennis Morgan	C.W.Ward	

Minutes of last meeting were read and approved.

Supt. Fearing made her report for July and August as follows;

	July		August	
Cash on hand Ist of	$2233.27		$I445.3I	
Receipts	I57I.02		3067.93	
	$3804.29		45I3.24	
Disbursments	2358.99		3II7.25	
Cash on hand end of	$I445.30		$I395.99	
Births	4		6	
Deaths	6		6	
Patients carried over	27		I9	
" admitted	60	87	69	88
" discharged		68		67
" retained		I9		2I

Motion duly made, seconded and unanimously carried that Mr. A. B. Houtz, chairman of the Building Committee for the erection of the Nurses' Home, be and is hereby extended most gratefully the sincere thanks of the Hospital Staff, the Board of Directors and the community, for the time, interest and work he has given so generously to this work.

G. F. Hill

(This is expressing it very briefly and concentionally.)

A5396

Elizabeth City, N.C.,
Sept. 19, 1939.

The regular monthly meeting of the Trustees was held this date at 7:45 P.M. with following present;

G.F.Hill,	Fred White	
G.R.Little	Noah Burfoot	A.B.Houtz
Dennis Morgan	C.W.Ward	Mrs. Charlotte Fearing

Minutes of last meeting were read and approved.

Supt. Fearing made her report for July and August as follows;

	July		August	
Cash on hand 1st of	$2233.27		$1445.31	
Receipts	1571.02		3067.93	
	$3804.29		4513.24	
Disbursments	2358.99		3117.25	
Cash on hand end of	$1445.30		$1395.99	
Births	4		6	
Deaths	6		6	
Patients carried over	27		19	
" admitted	60	87	69	88
" discharged		68		67
" retained		19		21
Full pay patient days	309		315	
Part " " "	17		9	
Free " "	329		385	
Total " "	655		709	

Disbursments for July and August were read item by item and on motion payment was approved.

On motion the Committee to draft new county contracts was continued.

Committee reported that the new WPA project for repairs to main Hospital Building is under way but no action yet by the WPA.

Building Committee reported Nurses Home practically completed, with $5,664.27 spent to date, no unpaid bills but some minor bills yet to come in.

After personal inspection of the Home by the Trustees the meeting adjourned.

A. B. Houtz
Secy.

A5396

Elizabeth City, N.C.,
Oct. 17, 1939

The regular meeting of the Trustees was held this date at 7:45 P.M. with the following present;

G.F.Hill	Dennis Morgan	A.B.Houtz
C.W.WArd	John Peele	Mrs. Charlotte Fearing
G.F.Little	S.P.Smith	

Minutes of last meeting read and approved.

Supt. Fearing made her report for Sept. as follows;

Cash on hand Sept. 1st	$1395.99	Births	10	
Sept Receipts	2321.04	Deaths	9	
	$3717.03	Patients carried over	21	
Sept Disbursments	2312.50	" Admitted	70	91
Cash on hand Sept 30th	$1404.53	" Discharged		64
		" Retained		27

Full pay patient days	407
Part " " "	8
Free " "	271
Total " "	686

Disbursments were read iten by item and on motion payment approved.

Supt. reported the charts and histories in better than usual shape.

Committee on revising county contracts was granted additional time.

Trustees made an inspection of the fourth floor now vacated by the nurses who have moved into the Nurses Home, and considered ways and means to provide added heat and ventilation as well as elevator facilities.

While nothing definite was decided at this meeting it was the sense of the Trustees that an effort be made to get the WPA to provide the elevator extension.

Trustees also made a personal inspection of the Nurses Home.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N.C.,
Nov. 21, 1939

The regular meeting of the Trustees was held this date at 7:45 P.M. with the following present;

G.F.Hill — G.R.Little — A.B.Houtz
C.W.Ward — Dennis Morgan — Mrs Charlotte Fearing
John Peele

Minutes of last meeting were read and approved.

Supt. Fearing made her report for Oct. as follows;

Cash on hand Oct 1st	$1404.53	Births	4	
Oct. Receipts	2055.65	Deaths	1	
	$3460.18	Patients carried over	27	
Oct. Disbursements	3024.83	" Admitted	38	65
Cash on hand oct. 30th	$ 435.35	" Discharged		46
		" Retained		19

Full pay patient days	245
Part " " "	7
Free " "	308
Total " "	560

Disbursements were read item by item and on motion payment was approved.

As the cash position is very low due to having spent approximately $6000.00 on the new Nurses Home, and there being a possibility that a loan may have to be made from the bank to tide us over the winter, the officers were authorized to borrow up to $1500.00 if necessary by the followingresolution; Upon motion, duly voted, the officers were a thorized to borrow up to $1500.00 from the First and Citizens National Bank, and the President and Treasurer are authorized to execute, on behalf of this board, such note or notes as are necessary to secure these funds. Said officers are further authorized to execute a mortgage on the Nurses Home and deliver to the said bank as security if this money is not repaid by April 1, 1940.

There being no further business the meeting adjourned.

A B Houtz
Secy.

A5396

Elizabeth City, N. C.
January 16, 1940

Board of Trustees of the Albemarle Hospital met this, Jan. 16, 1940, at the Hospital, the following members present:

C. W. Ward	Dennis Morgan	G. R. Little
Howard Stevens	Noah Burfoot	G. F. Hill
F. M. White	John Peele	Mrs. Charlotte Fearing

The Board of Alderman and the Board of County Commissioners met jointly Jan. 15, 1940, and elected the following Trustees to serve for two years: Messrs: John Peele, Howard Stevens, G. R. Little, S. P. Smith and F. M. White.

Mr. Hill called the meeting to order and announced as the first business, the election of officers for 1940. The following officers were then elected:
President- G. F. Hill; Vice President- S. P. Smith; Secretary- C. W. Ward; Treasurer- G. R. Little.

Minutes were read and approved.

Supt. Fearing made her report for Nov. and Dec. as follows:

Cash on hand Oct. 31	$ 435.35	Births	9	
Nov. Receipts	2,072.22	Deaths	2	
	$2,507.57	Patients carried over	19	
Nov. Disbursements	2,054.38	" admitted	60	79
	$ 453.19	" discharged		54
Checks out	135.85	" retained		25
Bank Bal., Nov. 31	$ 589.04			
Full pay patient days	312			
Part " " "	24			
Free " " "	353			
Total " "	689			

Cash on hand Nov. 31	$ 453.19	Births	3	
Dec. Receipts	4,131.29	Deaths	2	
	$4,584.48	Patients carried over	25	
Dec. Disbursements	4,449.23	" admitted	50	75
	$ 135.25	" discharged		54
Checks out	1,215.48	" retained		21
Bank Bal., Dec. 31	$1,350.73			
Full pay patient days	292			
Part " " "	38			
Free " " "	317			
Total " "	647			

Mrs. Fearing read reports of work done for the past two months and items of bills paid and upon motion same were approved.

Pres. Hill reported that $21,900.00 of insurance on the Hospital expiring Jan. 15, 1940, has been allocated amoung the insurance agents of Elizabeth City equally so that each has $6000.00 of insurance.

Pres. Hill reported that $1500.00 had been borrowed from the First & Citizens National Bank for the Hospital, pledging as collateral the payment from the Duke Foundation for Charity work done during 1939.

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Motion carried that upon the application of Drs. Fearing, Gill, Owens, Peters, Sawyer, Walker, White and Williams, for membership on the Medical Staff of Hospital, they be elected to said Staff, and that Drs. Combs and Bailey, whose applications have not been received, be permitted the use of the Hospital until the next regular meeting of the Board in February.

Motion carried that the Secretary of the Board of write a letter to Mr. A. B. Houtz giving our appreciation of his services to the Hospital as member of the Board, as Secretary and as chairman of the Building Committee for the erection of the Nurses' Home. The following letter was sent to Mr. Houtz:

"At the regular meeting of the Board of Trustees of the Albemarle Hospital, Inc., January 16, 1940, the following resolution was passed unanimously, one copy to be sent Mr. Houtz and a copy to each of the local papers:

Resolved that we, the Trustees of the Albemarle Hospital, in losing Mr. A. B. Houtz from the Board, wish hereby to express our sincerest regrets. He has been of inestimable value as a member of the Board in his loyalty, interest and active work in every phase of our work, as a friend of the Hospital, as a member of the Board, as Secretary, and as Chairman of the Building Committee in the erection of the Nurses' Home. We hereby extend to him our heartfelt appreciation of his friendship and services and extend to him our wish for God's richest blessings."

Motion carried that the new four-car garage back of the Nurses' Home be insured against fire for the amount of $500.00.

No further business, the meeting adjourned.

C. W. Ward.
Secretary

A5396

Elizabeth City, N. C.
March 19, 1940

Board of Trustees of the Albemarle Hospital met this, March 19, 1940 at the Hospital, the following members present:

G. F. Hill
G. R. Little
Dennis Morgan
Howard Stevens
S. P. Smith
Fred White
C. W. Ward

The President and the Secretary were requested to prepare a project regarding the driveway and present it to the Mayor.

Minutes were read and approved.

Supt. Fearing made her report for January and February as follows:

Cash on hand Dec. 31	$ 135.25	Births	5	
Jan. Receipts	2,132.89	Deaths	3	
	$2,268.14	Patients carried over	21	
Jan. Disbursements	1,950.92	" admitted	54	75
Actual Balance	$ 317.22	" discharged		46
		" retained		29
Full pay patient days	281			
Part " " "	41			
Free " " "	328			
Total " "	650			

Cash on hand Jan. 31	$ 317.22	Births	12	
Feb. Receipts	2,061.52	Deaths	8	
	$2,378.74	Patients carried over	29	
Feb. Disbursements	2,077.78	" admitted	66	95
Actual Balance	$ 300.96	" discharged		68
		" retained		27
Full pay patient days	353			
Part " " "	29			
Free " " "	331			
Total " "	713			

Reports of work done for the past two months and items of bills paid were read and upon motion same were approved.

Motion carried that Drs. Bailey and Combs be elected to the Medical Staff of Hospital.

Motion carried that the matter of the State Hospital Assn. be referred to Mrs. Fearing for a recommendation next meeting.

No further business, meeting adjourned.

C. W. Ward.
Secretary

A5396

Elizabeth City, N. C.
April 16, 1940

Board of Trustees of the Albemarle Hospital met this, April 16, 1940 at the Hospital, the following members present:

G. F. Hill
G. R. Little
Dennis Morgan
Howard Stevens
S. P. Smith
C. W. Ward
Mrs. Charlotte Fearing

Minutes were read and approved.

Supt. Fearing made her report for March as follows:

Cash on hand Feb. 29	$ 300.96	Births	10	
March Receipts	2,776.64	Deaths	7	
	3,077.60	Patients carried over	27	
March Disbursements	2,239.52	" admitted	85	112
Actual Balance	$ 838.08	" discharged		85
		" remaining		27
Full Pay patient days	451			
Part " " "	29			
Free " " "	405			
Total " "	864			

Reports of work done for the past month and items of bills paid were read and upon motion same were approved.

Motion carried that the Hospital carry an active membership in the Greater Albemarle Association.

It was reported by the President that the note of $1500.00, borrowed from the First & Citizens National Bank to cover money needed during the construction of the Nurses Home, was paid in full.

A check for $4105.00 was received from the Duke Foundation.

No further business, meeting adjourned.

C. W. Ward
Secretary

A5396

Elizabeth City, N. C.
June 18, 1940

Board of Trustees of the Albemarle Hospital met this, June 18, 1940 at the Hospital, the following members Present:

G. F. Hill
G. R. Little
Dennis Morgan
Howard Stevens
S. P. Smith
C. W. Ward
Mrs. Charlotte Fearing

Minutes were read and approved.

Supt. Fearing made her report for April and May as follows:

Cash on hand March 31	$ 838.08	Births	10	
April receipts	7,425.45	Deaths	6	
	8,263.53	Patients carried over	27	
April disbursements	5,301.69	" admitted	77	104
Actual Balance	$2,961.84	" discharged		78
		" remaining		26
Full Pay patient days	440			
Part " " "	0			
Free " " "	339			
Total " "	779			
Cash on hand April 30	$2,961.84	Births	5	
May receipts	2,337.59	Deaths	6	
	5,299.43	Patients carried over	26	
May disbursements	2,497.16	" admitted	61	87
Actual Balance	$2,802.27	" discharged		68
		" remaining		19
Full Pay patient days	342			
Part " " "	1			
Free " " "	413			
Total " "	756			

Reports of work done for the past two months and items of bills paid were read and approved.

Motion carried that next years requirements for Oil be purchased from the Gulf Oil Co.

No further business, meeting adjourned.

C. W. Ward
Secretary

A5396

Elizabeth City, N. C.
September 17, 1940

Board of Trustees of the Albemarle Hospital met this, September 17, 1940 at the Hospital, the following members present:

G. F. Hill, John Peele, Fred White, Mrs. Charlotte
G. R. Little, Howard Stevens, Noah Burfoot, Fearing.
Dennis Morgan, S. P. Smith, C. W. Ward

Minutes read and approved.

Supt. Fearing made her report for June, July, and August as follows:

Cash on hand May 31	$2,802.27	Births	3	
June receipts	1,698.50	Deaths	7	
	$4,500.77	Patients carried over	19	
June disbursements	2,285.25	" admitted	67	86
Actual Balance	$2,215.52	" discharged		62
		" remaining		24
Full Pay patient days	322			
Part " " "	0			
Free " " "	403			
Total " "	725			

Cash on hand June 30	$2,215.52	Births	2	
July receipts	3,412.62	Deaths	6	
	$5,628.14	Patients carried over	24	
July disbursements	2,900.53	" admitted	78	102
Actual Balance	$2,727.61	" discharged		66
		" remaining		36
Full Pay patient days	468			
Part " " "	0			
Free " " "	474			
Total " "	942			

Cash on hand July 31	$2,727.61	Births	11	
August receipts	3,430.94	Deaths	6	
	$6,158.55	Patients carried over	36	
August disbursements	3,422.93	" admitted	86	122
Actual Balance	$2,735.62	" discharged		101
		" remaining		21
Full Pay patient days	498			
Part " " "	22			
Free " " "	327			
Total " "	849			

Application of Edward B. Smith to Medical Staff of Hospital was received and approved.

Motion carried that the President and Secretary purchase an Oil Heater.

Motion carried that Mr. Bartlett be secured to make estimates as to the cost of repairs to Hospital.

No further business, meeting adjourned.

C. W. Ward.
Secretary

A5396

Elizabeth City, N. C.
October 15, 1940

Board of Trustees of the Albemarle Hospital met this, October 15, 1940 at the Hospital, the following members present:

C. F. Hill
Dennis Morgan
G. R. Little
S. P. Smith
Howard Stevens
C. W. Ward
Mrs. Charlotte Fearing.
Noah Burfoot

Minutes read and approved.

Supt. Fearing made her report for September as follows;

Cash on hand Aug. 31	$2,735.62	Births	5	
Aug. receipts	3,365.94	Deaths	3	
	$6,101.56	Patients carried over	21	
Aug. disbursements	2,727.71	" admitted	64	85
Actual Balance	$3,828.85	" discharged		66
		" remaining		19
Full Pay Patient days	344			
Part " " "	0			
Free " "	242			
Total " "	586			

The action of the Committee on purchasing an Oil Burner was approved.

No further business, meeting adjourned.

C. W. Ward.
Secretary

A5396

Elizabeth City, N. C.
November 26, 1940

Board of Trustees of the Albemarle Hospital met this November 26, 1940 at this Hospital, the following members present:

G. F. Hill, G. R. Little, Noah Burfoot, S. P. Smith, C. W. Ward, Dennis Morgan, Howard Stevens, John Peele, Fred White, Mrs. Charlotte Fearing

Minutes read and approved.

Supt. Fearing made her report for October as follows:

Cash on hand Sept.30	$3,828.85	Births	12	
October receipts	2,641.74	Deaths	7	
	$6,470.59	Patients carried over	19	
Oct. disbursements	2,178.25	" admitted	78	97
Actual Balance	$4,292.34	" discharged		80
		" remaining		17
Full Pay Patient days	343			
Part " " "	0			
Free " " "	207			
Total " "	550			

Motion made and unanimously carried thanking Supt. Fearing for her most delightful Banquet given to the Nurses, Doctors and their Wives, and the Trustees and their Wives, commending her thoughtfulness in arranging a very enjoyable evening.

No further business, meeting adjourned.

C. W. Ward.
Secretary

A5396

Board of Trustees of the Albemarle Hospital met this January 21, 1941 at the Hospital, the following members present:

G. F. Hill	Howard Stevens	Fred White
G. R. Little	Cecil Reel	Mrs. Charlotte Fearing
S. P. Smith	C. W. Ward	

Minutes read and approved.

Supt. Fearing made her report for November and December as follows:

Cash on hand Oct. 31	$4,292.34	Births	6
November receipts	2,117.48	Deaths	4
	$6,409.82		
Nov. disbursements	4,146.59		
Actual Balance	$2,263.23		

Full Pay Patient days	317
Part " " "	0
Free " " "	234
Total " "	551

Cash on hand Nov. 1	$2,263.23	Births	4	
December receipts	1,510.12	Deaths	4	
	$3,773.35	Patients carried over	11	
Dec. disbursements	2,670.96	" admitted	51	62
Actual Balance	$1,102.39	" discharged		45
		" remaining		17

Full Pay Patient days	256
Part " " "	0
Free " " "	240
Total " "	496

The following officers were elected for the year 1941:

President, G. F. Hill	Secretary, C. W. Ward
V. Pres, S. P. Smith	Treasurer, G. R. Little

No further business, meeting adjourned.

C. W. Ward
Secretary

A5396

Elizabeth City, N. C.
February 25, 1941

Board of Trustees of the Albemarle Hospital met this February 25, 1941 at the Hospital, the following members present:

G. F. Hill — S. P. Smith — C. W. Ward
G. R. Little — Mrs. Charlotte Fearing — Noah Burfoot

Minutes read and approved.

Supt. Fearing made her report for January as follows:

Cash on hand Dec. 31	$1,102.39	Births	7	
December Receipts	2,425.39	Deaths	5	
	$3,527.78	Patients carried over	17	
Dec. Disbursements	1,653.25	" admitted	82	99
Actual Balance	$1,874.53	" discharged		76
		" remaining		23

Full Pay Patient Days			355
Part "	"	"	32
Free "	"	"	246
Total	"	"	633

Motion was made and carried that Mrs. Fearing, G. F. Hill, and A. B. Houtz act as a committee to purchase a water heater for the Hospital.

No further business, meeting adjourned.

L. Tizard
Secretary

A5396

Elizabeth City, N. C.
March 18, 1941

Board of Trustees of the Albemarle Hospital met this March 18, 1941 at the Hospital, the following members present:

G. F. Hill — Fred White
G. R. Little — S. P. Smith — C. W. Ward
Cecil Reel — Mrs. Charlotte Fearing

Minutes read and approved.

Supt. Fearing made her report for February as follows:

Cash on hand Jan. 31	$1,874.53	Births 8		
February Receipts	2,845.47	Deaths 4		
	$4,720.00	Patients	carried over	23
Feb. Disbursements	4,224.09	"	admitted	59 82
Actual Balance	$ 495.91	"	discharged	66
		"	remaining	16

Full Pay Patients	Days		274
Part " "	"		33
Free " "	"		215
Total " "	"		522

No further business, meeting adjourned.

C. W. Ward
Secretary

A5396

Elizabeth City, N. C.
March 29, 1941

Board of Trustees of the Albemarle Hospital met this March 29, 1941 at the Hospital, the following members present:

G. F. Hill	Noah Burfoot	C. W. Ward
G. R. Little	John Peele	Mrs. Charlotte Fearing
Cecil Reel	S. P. Smith	

Minutes read and approved.

Supt. Fearing made her report for March as follows:

Cash on hand Feb. 28	$ 495.91	Births	11	
March Receipts	2,182.71	Deaths	4	
	$2,678.62	Patients carried over	16	
March Disbursements	2,070.46	" admitted	84	100
Actual Balance	$ 608.16	" discharged		69
		" remaining		31

Full Pay	Patients	Days	515
Part "	"	"	61
Free "	"	"	328
Total	"	"	904

Motion was made and carried to invite Mr. Brockwell to inspect the Building and his recommendations be referred to the Board.

No further business, meeting adjourned.

C. W. Ward.
Secretary

A5396

Elizabeth City, N. C.
May 27, 1941

Board of Trustees of the Albemarle Hospital met this May 27, 1941 at the Hospital, the following members present:

G. F. Hill	C. W. Ward	John Peele
G. R. Little	Howard Stevens	Mrs. Charlotte Fearing
S. P. Smith	Fred White	

Minutes read and approved.

Supt. Fearing made her report for April as follows:

Cash on hand Mar. 31	$ 608.16	Births 8		
April Receipts	6,582.94	Deaths 3		
	$7,191.10	Patients carried over	61	
April Disbursements	3,281.69	" admitted	75	106
Actual Balance	$3,909.41	" discharged		85
		" remaining		21

Full Pay Patient Days	410
Part " " "	66
Free " " "	314
Total " "	790

No further business, meeting adjourned.

C. W. Ward
Secretary

Elizabeth City, N. C.
August 5, 1941

Board of Trustees of the Albemarle Hospital met this August 5, 1941 at the Hospital, the following members present:

G. F. Hill	Cecil Reel	C. W. Ward
G. R. Little	John Peele	
S. P. Smith	Noah Burfoot	

Minutes read and approved.

Miss Tillitt made Supt. Fearing's report as follows for May and June:

Cash on hand April 30	$3,909.41	Deaths 3		
May Receipts	3,540.68	Births 7, 2 S.B.		
	$7,450.09	Patients carried over	21	
May Disbursements	3,119.27	" admitted	80	101
Actual Balance	$4,330.82	" discharged		78
		" remaining		23

Full Pay Patient Days	455
Part " " "	0
Free " " "	262
Total " "	717

Cash on hand May 31	$4,330.82	Births 9		
June Receipts	3,454.96	Deaths 6		
	$7,785.78	Patients carried over	23	
June Disbursements	3,278.21	" admitted	72	95
Actual Balance	$4,507.57	" discharged		73
		" remaining		22

Full Pay Patient Days	443
Part " " "	0
Free " " "	189
Total " "	632

Pres. Hill made the report on the inspection of the building by Mr. Brockwell.

The letter from Mr. Bonney, Ins. Commissioner, was read and reported that the condition of the building was favorable except for a few minor repairs and that it needed a new roof.

The President also made the report on the visit of the Inspector of the elevator whose recommendations were carried out.

Motion made and carried that a committee composed of Pres. Hill, + Mr. Little secure bids for a new roof for the Hospital. The type of roofing to be used to be suggested by the committee. Bids to be taken by committee and a report to be made at the next meeting.

Miss Tillitt reported several recommendations from Supt. Gordon which were referred to the same committee.

No further business, meeting adjourned.

C. W. Ward
Secretary

Elizabeth City, N. C.
October 7, 1941

Board of Trustees of the Albemarle Hospital met this October 7, 1941 at the Hospital, the following members present:

G. F. Hill	Cecil Reel	Noah Burfoot
Geo. Little	S. P. Smith	C. W. Ward
Fred White	John Peele	Mrs. Charlotte Fearing.

Minutes read and approved.

Supt. Fearing made her report as follows for July and August:

Cash on hand June 30	$4,507.57	Deaths 4		
July receipts	2,624.29	Births 11		
	$7,131.86	Patients carried over	22	
July disbursements	2,745.40	" admitted	98	120
Actual balance	$4,386.46	" discharged		90
		" remaining		30

Full Pay Patient Days	575
Part " " "	15
Free " " "	172
Total " "	762

Cash on hand July 31	$4,386.46	Deaths 6, 1 Still Born		
August receipts	3,204.37	Births 6, 1 " "		
	$7,590.83	Patients carried over	30	
August disbursements	3,704.52	" admitted	74	104
Actual balance	$3,886.31	" discharged		80
		" remaining		24

Full Pay Patient Days	452
Part " " "	6
Free " " "	249
Total " "	707

Dr. Parker and Dr. Bonner made applications for membership on Hospital Staff and on motion same were approved.

Bids were read on oil for years requirement and on motion the bid of the Sinclair Oil Co. was accepted.

No further business, meeting adjourned.

C. W. Ward
Secretary

Elizabeth City, N. C.
December 18, 1941

Board of Trustees of the Albemarle Hospital met this December 18, 1941 at the Hospital, the following members present:

C. F. Hill	C. W. Ward	Howard Stevens
John Peele	Fred White	Mrs. Charlotte Fearing
S. P. Smith	Cecil Reel	

Minutes were read and approved.

Supt. Fearing made her report as follows for September, October, and November:

Cash on hand Aug. 31	$3,886.31	Deaths 6		
September receipts	2,839.20	Births 11, 1 Still Born		
	$6,725.51	Patients carried over 24		
Sept. disbursements	2,884.93	" admitted	92	116
Actual Balance	$3,840.58	" discharged		92
		" remaining		24

Full Pay Patient Days	591
Part " " "	30
Free " " "	259
Total " "	880

Cash on hand Sept. 30	$3,840.58	Deaths 6		
October receipts	4,459.16	Births 16, 2 Still Born		
	$8,299.74	Patients carried over 24		
Oct. disbursements	3,164.64	" admitted	104	128
Actual Balance	$5,135.10	" discharged		97
		" remaining		31

Full Pay Patient Days	706
Part " " "	43
Free " " "	360
Total " "	1109

Cash on hand Oct. 31	$5,135.10	Deaths 4		
November receipts	2,741.12	Births 8		
	$7,876.22	Patients carried over 31		
Nov. disbursements	3,361.16	" admitted	76	107
Actual balance	$4,515.06	" discharged		79
		" remaining		28

Full Pay Patient Days	570
Part " " "	68
Free " " "	119
Total " "	757

Bills were read and payment approved.

Motion made and carried that presents be given the Supt. and nurses and employees.

C. F. Hill, Geo. Little, Fred White, Noah Burfoot, and Mrs. Fearing were appointed as a committee and empowered to secure such help as needed in securing Federal Aid to improve Hospital.

No further business, meeting adjourned.

C. W. Ward
Secretary

Board of Trustees of the Albemarle Hospital met this August 11, 1942 at the Hospital, the following members present:

G. F.Hill	Cecil Reel	Fred White
Geo. Little	R. L. Parker	Mrs. Fearing
Noah Burfoot	C. W. Ward	

Minutes were read and approved.

Supt. Fearing made her report as follows for December, January, February, March, April, May, and June:

Cash on hand Nov. 30	$4,515.06	Deaths 8, 2 Still born			
December receipts	5,449.43	Births 7, 2 Still born			
	$9,964.49	Patients carried over	28		
Dec. disbursements	3,793.95	" admitted	74	102	
Actual balance	$6,170.54	" discharged		78	
		" remaining		24	

Full Pay Patient Days	595
Part " " "	26
Free " "	255
Total " "	876

Cash on hand Dec. 31	$6,170.54	Deaths 7			
January receipts	3,259.40	Births 7			
	$9,430.03	Patients carried over	24		
Dec. disbursements	2,727.72	" admitted	76	100	
Actual balance	$6,702.31	" discharged		67	
		" remaining		33	

Full Pay Patient Days	565
Part " " "	2
Free " "	208
Total " "	775

Cash on hand Jan. 31	$6,702.31	Deaths 6, 2 Still born			
February receipts	4,451.15	Births 11, 2 Still born			
	11,153.46	Patients carried over	33		
Feb.disbursements	3,135.32	" admitted	76	109	
Actual balance	$8,018.14	" discharged		80	
		" remaining		29	

Full Pay Patient Days	531
Part " " "	43
Free " "	193
Total " "	767

Cash on hand Feb. 28	$8,018.14	Deaths 6			
March receipts	3,778.56	Births 5			
	11,796.70	Patients carried over	29		
Mar. disbursements	4,107.77	" admitted	78	107	
Actual balance	$7,778.93	" discharged		78	
		" remaining		29	

Full Pay Patient Days	677
Part " " "	18
Free " "	146
Total " "	841

-over-

Cash on hand Mar. 31	$7,778.93	Deaths 6, 1 Still born			
April receipts	7,534.06	Births 6, 1 Still born			
	15,312.99	Patients carried over	29		
Apr. disbursements	3,678.59	" admitted	81	110	
Actual Balance	$11,634.40	" discharged		80	
		" remaining		30	

Full Pay Patient Days	" "	769
Part "	" "	0
Free	" "	133
Total	" "	901

Cash on hand Apr. 30	$11,634.40	Deaths 5			
May receipts	3,568.48	Births 5			
	$15,202.88	Patients carried over	30		
May disbursements	4,777.67	" admitted	89	119	
Actual balance	$10,425.21	" discharged		87	
		" remaining		32	

Full Pay Patient Days	" "	699
Part "	" "	0
Free	" "	199
Total	" "	898

Cash on hand May 31	$10,425.21	Deaths 3			
June receipts	4,027.29	Births 8			
	$14,452.50	Patients carried over	32		
June disbursements	3,332.08	" admitted	83	115	
Actual balance	$11,120.42	" discharged		88	
		" remaining		27	

Full Pay Patient Days	" "	582
Part "	" "	0
Free	" "	181
Total	" "	788

Bills for Dec., Jan., Feb., Mar., April, May, and June were read and payment approved.

Action of Chairman of Board in insuring Nurses Home and Hospital against bomb damage was approved by motion.

Motion made and carried that the present officers be re-elected for the year 1942 with the exception of Vice President. On motion Fred White was elected Vice President.

President made report on efforts to secure Federal Aid for Hospital.

Moved and carried that a committee composed of Mrs. Fearing and C. W. Ward be appointed to contact Mr. Bartlett to make necessary repairs to Hospital.

No further business, meeting adjourned.

Secretary

C. W. Ward.

Elizabeth City, N. C.
September 15, 1942

Board of Trustees of the Albemarle Hospital met this September 15, 1942 at the Hospital, the following members present:

Noah Burfoot	G. F. Hill
Geo. Little	Cecil Reel
Fred White	Mrs. Fearing

Minutes were read and approved.

Supt. Fearing made her report as follows for July and Aug:

Cash on hand June 30	$11,120.42	Deaths 7, 1 Still Born		
June receipts	4,231.62	Births 6, 1 Still Born		
	$15,352.04	Patients carried over	26	
June disbursements	3,760.27	" admitted	111	138
Actual balance	$11,591.77	" discharged		113
		" remaining		25

Full Pay Patient Days	693
Part " " "	18
Free " "	233
Total " "	944

Cash on hand July 31	$11,591.77	Deaths 6		
August receipts	4,384.54	Births 7		
	$15,976.31	Patients carried over	25	
Aug. disbursements	2,580.96	" admitted	99	124
Actual balance	$13,395.35	" discharged		91
		" remaining		33

Full Pay Patient Days	786
Part " " "	16
Free " "	104
Total " "	906

Bills were read and payment approved.

Contract for the fuel oil required for the winter was let to the Sinclair Refining Co.

President reported progress on the building project.

No further business, meeting adjourned.

Secretary

E W Ward

Board of Trustees of the Albemarle Hospital met this October 20, 1942 at the Hospital, the following members present:

G. F. Hill	R. L. Parker	C. W. Ward
Geo. Little	Fred White	Mrs. Fearing
Noah Burfoot	Cecil Reel	

Minutes were read and approved.

Supt. Fearing made her report as follows for September:

Cash on hand Aug. 31	$13,395.35	Deaths 6		
Sept. receipts	4,033.85	Births 16		
	$17,429.20	Patients carried over	33	
Sept. disbursements	4,867.78	" admitted	88	121
Actual balance	$12,461.42	" discharged		95
		" remaining		26

Full Pay Patients Days		680
Part " " "		0
Free " " "		161
Total " " "		841

Bills were read and payment approved.

President Hill made the report of the Hospital Project.

No further business, meeting adjourned.

C. W. Ward
Secretary

Board of Trustees of the Albemarle Hospital met this November, 9, 1942 for a call meeting at the office of Pres. Hill, the following members present:

G. F. Hill	Geo. Little	C. W. Ward
Noah Burfoot	R. L. Parker	

Mr. Raymond Fuson, Architect from Newbern, N. C. made a report on the Hospital Project.

As a result of this report the following committee was appointed with full power to act with Mr. Fuson on the Project,

G. F. Hill Noah Burfoot Geo. Little

No further business, meetingadjourned.

C. W. Ward
Secretary

53396

Board of Trustees of the Albemarle Hospital met this November 24, 1942 at the Hospital, the following members present:

G. F. Hill — Noah Burfoot — Mrs. Fearing
Geo. Little — Fred White — L. W. Ward

Minutes were read and approved.

Supt. Fearing made her report as follows for October:

Cash on hand Sept. 30	$12,461.42	Deaths 10		
October receipts	4,482.84	Births 9, 2 still born		
	$16,944.26	Patients carried over	26	
Oct. disbursements	3,969.07	" admitted	89	115
Actual balance	$12,975.19	" discharged		80
		" remaining		35

Full Pay Patients	Days	757
Part " "	"	10
Free "	"	142
Total "	"	909

Bills were read and payment approved.

President Hill made his report on the building project.

Motion made and carried that the President make such trips as deemed necessary in promoting this new project.

No further business, meeting adjourned.

L. W. Ward
Secretary

Elizabeth City.N.C.
Dec.15th.1942.

Board of Trustees of the Albermarle Hospital met this Dec.15,1942 at the Hospital,the following members present.
G.F.Hill-Geo.Little-Cecil Reel-C.W.Ward and Mrs.Fearing.

Minutes were read and approved.

Supt.Fearing made her report for Nov.as follows.

Cash on hand Oct,31	$12,975.19	Births;12 New Born-1 Still Born.		
Nov.receipts	3,808.46	Deaths;4	1 " " "	
	$16,783.65	Patients Carried over	35	
Nov.disbursements	3,903.59.	" Admitted	104	139
Bal.	$12880.06	" Discharged		97
		" Remaining		42

Full Pay Patients Days	789
Part " " " "	27
Free " " "	125
Total	941

Bills were read and payment approved.
President Hill made report of his trip to Richmond Va.in interest of New Hospital Project,proposed plans were shown and explained to the Board.
No futher business ,meeting adjourned.

C W Ward,
Sec.

Elizabeth City.N.C.
Jan.26.43.

Board of Trustees of the Albermarle Hospital met this 26th day of Jan.1943 at the Hospital,the following members present.
G.W.Hill-Geo.Little-Fred White-C.W.Ward and Mrs.Fearing.
Minute were read and approved.
Supt.Fearing made her report as follows for the month of Dec.

Cash on hand Nov.30	$12,880.06	Births;20		
Dec.Receipts	4.030.97	Deaths;10		
Total	$16,911.03	Patients carried over	42	
Dec.Disbursements	4.678.60	" admitted	87	129
Bal.-	$12,232.43	Discharged		106
		Remaining		23

Full Pay Patient Days	893
Part " " "	42
Free " "	52
Total	987

Bills were read and payment approved.
No futher business,meeting adjourned.

C W Ward.
Sec.

A55396

Elizabeth City, N. C.
February 23, 1943

Board of Trustees of the Albemarle Hospital met this February 23, 1943 at the Hospital, the following members present,

Geo. Hill — Cecil Reel
Geo. Little — C. W. Ward
Noah Burfoot

Minutes were read and approved.

Bills were read and payment approved.

Miss Tillett made her report as follows for January:

Cash on hand Dec. 31	$12,232.43	Deaths 5		
January receipts	4,313.68	Births 20, 1 Still Born		
	$16,546.11			
Jan. disbursements	4571.93	Patients carried over 23		
Actual balance	$11974.18	" admitted	121	144
		" discharged		109
		" remaining		35
Full Pay Patient Days	891			
Part " " "	0			
Free " " "	50			
Total " " "	941			

Pres. Hill made his report on the Hospital Project.

Motion made and carried that a letter of condolence be written to Mrs. Fearing hoping for a speedy recovery.

No further business, meeting adjourned.

Secretary
C. W. Ward

Elizabeth City N.C.
March 16 1943.

Board of Trustees of the Albermarle Hospital met this 16th day of March,1943 at the Hospital,the following members present G.F.Hill-J.C.James-Geo.little-Noah Burfoot-R.L.Parker-C.W.Ward and Mrs Fearing.

Minutes were read and approved.

Supt.Fearing made her report for February as follows;

Cash on hand Jan.31st	$11,971.66		
Feb.receipts	4,088.78		
	$16,060.44		
Feb.disbursements	3,912.35		
Bal.	$12,148.09		
Full pay patient days	909	Births;7,1 Still Born	
Part " " "	0	Deaths;2,1 " "	
Free " " "	111		
Total	1020	Patients carried over	35
		" admitted	95
			130
		" discharged	90
		" remaining	40

Bills were read and approved for payment

President Hill made report of progress on New Hospital Building, presented plans and explained in detail to the Board.

The following letter was authorized by the Board and same mailed to the First& Citizens National Bank.

First & Citizens National Bank.
E.City.N.C.
Gentlemen;

You are hereby authorized to open a ration account for coffee,sugar,processed foods,meats and fats in the name of the Albermarle Hospital,Inc. You will honor either of the following signatures on these checks:Charlotte Gordon Fearing,Supt., Frances R Tillett,Book Keeper.

Yours very truly.
Geo.F.Hill
Chairman ,Board Trustees Albermarle Hospital.

No futher business ,Meeting adjourned.

C W Ward
Sec.

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

March 17, 1943

First & Citizens National Bank,
Elizabeth City, N. C.

Gentlemen:

You are hereby authorized to open a ration account for coffee, sugar, processed foods, meats and fats in the name of the Albemarle Hospital, Inc.. You will honor either of the following signatures on these checks: Charlotte Gordon Fearing, Supt., Frances Tillett, Book Keeper.

Yours very truly,

Geo F Hill

Rev. Geo. F. Hill, Chairman
Board Trustees Albemarle Hospital, Inc.,
Elizabeth City, N. C.

(copy)

Elizabeth City,N.C.
April 25.1943.

Board of Trustees of the Albermarle Hospital met this 25th day of May,1943 at the Hospital,the following members present; G.F.Hill-Geo.Little-Noah Burfoot-J.C.James-R.L.Parker-C.W.Ward. Minutes were read and approved.

Supt.Fearing's report was read as follows;

Cash on hand Feb.28th	$12,148.09	Births 17,2 Still Born.	
March Receipts	5,430.79	Deaths 8,2 " " .	
Total	$17,578.88		
March Disbursements	4,437.20	Patients carried over	40
		" admitted	122
Bal.	$13,141.68		
Full pay patient days	947	Total	162
Part " " "	0	Patients discharged	122.
Free " " "	153	" remaining	40
Total	1100		
Cash on hand March 31	$13,141.68	Births 12	
April Receipts	8,461.41	Death 2	
Total	$21,603.09		
April Disbursements	5,168.15	Patients Carried over	40
		" Admitted	93
Bal.	$16,434.94.		
Full pay patient days	976	Total	133
Part " " "	11	Patients Discharged	99
Free " " "	156	remaining	34
Total	1143		

Chairman Hill made report on Hospital Project.
Motion made and carried that the Chairman and Sec be appointed a Comm.to secure new or used Elevator for present Hospital, also to investigate possibilities of securing Government grant for an addition to present building,taking such trips as necessary to futher project.
The Sec.was instructed to purchase new Se.book.
Bills were read and approved. No futher business meeting adjourned

C. W. Ward
Sec.

Elizabeth City, N. C.
June 10, 1943

Board of Trustees of the Albemarle Hospital met this 10th day of June, 1943, at the Albemarle-Hospital, the following members present: Messrs. G. R. Little, Noah Burfoot, Fred White, Cecil Reel, R. L. Parker, G. F. Hill, also were present, Mrs. Charlotte Fearing and Miss Frances Tillett.

The chairman reported on his visit to the regional offices of the Federal Works Agency in Richmond, Va. May 31st to June 4th, saying that the regional director cancelled the present project of building a new hospital and instructed our Board to draw up plans for increasing the size of our present building to 100 beds. To finance these additions the F. W. A. would make a loan and a grant, the amount of each to be determined by statistics requested on probable income and costs of operating the enlarged plant.

Motion carried that information required by the F. W. A. be secured in order that we may receive the terms under which the F. W. A. will increase ~~øf~~ the size of our present hospital. The chairman will write the Duke Endowment to send their Mr. Harris to assist with this work.

Motion carried that John H. Hall be requested to secure answers to several legal questions asked by the F. W. A. and if found necessary to have the charter of incorporation of the Albemarle Hospital amended.

REPORT FOR MAY, 1943

$16,434.94	actual balance, April
6,003.72	May receipts
22,438.66	Total
5,309.16	May disbursements
17,129.50	actual balance
1,130.86	checks outstanding
$18,260.36	Bank balance May 31.

Births - 13; still born - 2
Deaths - 7; still born 2

Full pay days -	931	Full pay patients discharged	85
Part pay days -	19	Part pay " "	2
Free pay days -	169	Free pay " "	9
Total days -	1,119	Total patients discharged -	96

Carried over -	34	Discharged -	96
Admitted -	97	Remaining -	35
	131		

Geo F Hill
Chairman

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

meeting held Aug 26/43
present Hill, Tillett
Burfoot-Reel-James
Mrs Fearing Pt.

REPORT FOR MONTH OF JUNE, 1943

$17,129.50	Actual Balance, May 31
3,198.43	Receipts, June
$20,327.93	Total
5,069.29	Disbursements
$15,258.64	Actual Balance, June 30
1,343.86	Checks out
$16,602.50	Bank Balance, June 30

BIRTHS: 7

DEATHS: 3

Carried Over	35	
Admitted	107	142
Discharged		110
Remaining		32

Full Pay days	983
Part Pay Days	0
Free Pay Days	125
Total No Days	1,128

Full Pay Patients Discharged	102
Part Pay Patients Discharged	0
Free Pay Patients Discharged	8
Total No Patients Discharged	110

Tillett

Albemarle Hospital

Incorporated

Elizabeth City, N. C.

REPORT FOR MONTH OF JULY, 1943

$15,258.64	Actual Balance, June
5,100.31	Receipts, July
$20,358.95	Total
4,950.97	Disbursements, July
$15,407.98	Actual Balance July 31
1,189.90	Checks out
$16,597.88	Bank Balance July 31

BIRTHS: 20, 2 Still Born

DEATHS: 8, 2 Still Born

Carried over	32	
Admitted	114	146
Discharged		118
Remaining		28

Full Pay Days	1,019
Part Pay Days	1
Free Pay Days	61
Total No Days	1,081

Full Pay Patients Discharged	113
Part Pay Patients Discharged	1
Free Pay Patients Discharged	4
Total No Patients Discharged	118

Tillett

A5396

Elizabeth City, N. C.
Aug. 26, 1943

Board of Trustees of the Albemarle Hospital met this August 26, 1943, at the Albemarle Hospital, the following members present: Messrs. G. F. Hill, G. R. Little, Noah Burfoot, Cecil Reel, J. C. James, and C. W. Ward. Mrs. Fearing, Supt. was also present.

Minutes read and approved.

Financial reports read and approved.

Report for month of June 1943:

$17, 129.50	actual balance, May 31
3, 198.43	receipts, June
20, 327.93	total
5, 069.29	disbursements
15, 258.64	actual balance, June 30
1, 343.86	checks out
16, 602.86	bank balance, June 30

Births - 7
Deaths - 3

Carried over	35
Admitted	107
~~Discharged~~	142
Discharged	110
Remaining	32

Full pay days	983
Part pay days	0
Free pay days	125
Total days	1128

Full pay patients discharged	102
Part pay patients discharged	0
Free pay patients discharged	8
Total patients discharged	110

C. W. Ward, Secy.

Elizabeth City, N. C.
February 10, 1944

Meeting of the Board of Trustees of the Albemarle Hospital met this February 10, 1944, in the parish house of the Episcopal Church, the following members present: Rev. G. F. Hill, Mr. G. R. Little, Mr. C. J. Reel, Mr. R. L. Parker and Mr. C. W. Ward.

The business of the meeting being the annual election of officers, by motion seconded and passed the following were elected for the year 1944:

Chairman- Rev. G. F. Hill
Vice Chairman - F. M. White
Secretary - Mr. C. J. Reel

Motion carried that the President and Secretary be and hereby are authorized to sign any and all papers necessary for the furtherance of Project N C 31-209.

Mr. C. W. Ward resigned from the Board of Trustees which was sincerely regretted by the other members.

C. J. Reel, Secy.

Elizabeth City, N. C.
February 8, 1944

Meeting of the Board of Trustees of the Albemarle Hospital met this February 8, 1944, at the Hospital, the following members present: Rev. G. F. Hill, Mr. G. R. Little, Mr. S. G. Etheridge, Mr. R. L. Parker, Mr. C. J. Reel and Mr. C. W. Ward. Mrs. Fearing, Supt., was also present.

Minutes read and approved.

Financial reports read and approved.

Mrs. Fearing offered her resignation as Supt. which not being accepted is held in obeysance.

Motion carried that the Chairman write to Mr. R. J. Stull, General Manager of the Phoenixville Hospital, Phoenixville, Pa., to come to Elizabeth City at our expense to look us over, with a view to the position as Supt. of our Hospital.

C. W. Ward, Secy.

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF AUGUST, 1943

$15,407.98	Actual Balance July 31
6,242.60	Receipts, Aug.
$21,650.58	Total
5,251.73	Disbursements Aug.
$16,398.85	Actual Balance Aug. 31
1,783.71	Checks out
$18,182.56	Bank Balance Aug. 31

BIRTHS: 11, 2 Still Born

DEATHS: 6, 2 Still Born

Carried over	28	
Admitted	126	154
Discharged		115
Remaining		39

Full Pay Patients Discharged	111
Part Pay Patients Discharged	0
Free Pay Patients Discharged	4
Total No Patients Discharged	115

Full Pay Days	1,145
Part Pay Days	0
Free Pay Days	65
Total No Days	1,210

S. Tillett

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

MONTHLY REPORT FOR SEPTEMBER, 1943

$16,398.85	Actual Balance Aug. 31
6,975.98	Receipts Sept.
$23,374.83	Total
4,534.22	Disbursements Sept.
$18,840.61	Actual Balance Sept 30
1,153.92	Checks out
$19,994.53	Bank Balance Sept 30

BIRTHS: 17, 1 Still Born

DEATHS: 4, 1 Still Born

Carried over	39	
Admitted	114	153
Discharged		109
Remaining		44

Full Pay Days	996
Part Pay Days	0
Free Pay Days	134
Total No Days	1,130

Full Pay Patients Discharged	103
Part Pay Patients Discharged	0
Free Pay Patients Discharged	6
Total No Patients Discharged	109

S. Tucker

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF OCTOBER, 1943

$18,843.21	Actual Balance, Sept. 31
4,616.45	Receipts, Oct.
$23,459.66	Total
5,483.60	Disbursements, Oct.
$17,976.06	Actual Balance, Oct. 31
1,638.77	Checks out
$19,614.83	Bank Balance, Oct. 31

Carried over	44	
Admitted	97	141
Discharged		111
Remaining		30

BIRTHS: 15, 1 Still Born

DEATHS: 4, 1 Still Born

Full Pay Days	1,019
Part Pay Days	12
Free Pay Days	168
Total No Days	1,199

Full Pay Patients Discharged	99
Part Pay Patients Discharged	2
Free Pay Patients Discharged	10
Total No Patients Discharged	111

S. Tillett

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF NOVEMBER, 1943

$17,976.06	Actual Balance Oct. 31
4,076.74	Receipts, Nov.
$22,052.80	Total
5,843.00	Disbursements
$16,209.80	Actual Balance, Nov. 30
1,738.05	Checks out
$17,947.85	Bank Balance, Nov. 30

Carried Over	30	
Admitted	106	136
Discharged		112
Remaining		24

BIRTHS: 20

DEATHS: 2

Full Pay Patients Discharged	108
Part Pat Patients Discharged	0
Free Pay Patients Discharged	4
Total No Patinets Discharged	112

Full Pay Days	863
Part Pay Days	47
Free Pay Days	29
Total No Days	939

J. Tillett

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF DECEMBER, 1943

$16,209.80	Actual Balance, Nov. 30
6,242.67	Receipts, Dec.
$22,452.47	Total
6,306.82	Disbursements, Dec.
$16,145.65	Actual Balance, Dec. 31
1,414.91	Checks Out
$17,560.56	Bank Balance, Dec. 31

DEATHS: 9, 2 Still Born

BIRTHS: 10, 2 Still Born

Carried Over	24	
Admitted	99	123
Discharged		96
Remaining		27

Full Pay Days	793
Part Pay Days	50
Free Pay Days	52
Total No Days	895

Full Pay Patients Discharged	92
Part Pay Patients Discharged	2
Free Pay Patients Discharged	2
Total No Patients Discharged	96

J. Tillett

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF JANUARY, 1944

$16,151.65	Actual Balance Dec. 31, 1943
4,175.24	Receipts, Jan.
$20,326.29	Total
4,699.43	Disbursements, Jan.
$15,627.46	Actual Balance, Jan. 31
1,413.93	Checks out
$17,041.39	Bank Balance, Jan. 31

DEATHS: 4

BIRTHS: 8

Carried over	27	
Admitted	80	107
Discharged		73
Remaining		34

Full Pay Days	951
Part Pay Days	1
Free Pay Days	52
Total No Days	1004

Full Pay Patients Discharged	70
Part Pay Patients Discharged	1
Free Pay Patients Discharged	2
Total No Patients Discharged	73

Elizabeth City, N. C.
February 8, 1944

Meeting of the Board of Trustees of the Albemarle Hospital met this February 8, 1944, at the Hospital, the following members present: Rev. G. F. Hill, Mr. G. R. Little, Mr. S. G. Etheridge, Mr. R. L. Parker, Mr. C. J. Reel and Mr. C. W. Ward. Mrs. Fearing, Supt. was also present.

Minutes read and approved.
Financial reports read and approved.
Mrs. Fearing offered her resignation as Supt. which not being accepted is held for further action.

Motion carried that the Chairman write to Mr. R. J. Stull, General Manager of the Phoenixville Hospital, Phoenixville, Pa., to come to Elizabeth City at our expense to look us over with a view to taking the position of Supt. of our Hospital.

C. W. Ward, Secy.

Elizabeth City, N. C.
February 10, 1944

Meeting of the Board of Trustees of the Albemarle Hospital met this February 10, 1944, in the parish house of the Episcopal Church, the following members present: Rev. G. F. Hill, Mr. G. R. Little, Mr. J. C. Reel, Mr. R. L. Parker, and Mr. C. W. Ward.

By motion passed the follwoing officers were elected for the year 1944: Chairman- Rev. G. F. Hill; Vice Chairman- Mr. F. M. White; Secretary- Mr. C. J. Reel.

Motion carried that the Chairman and Secretary be and hereby are authorized to sign any and all papers necessary for the furtherance of Project N. C. 31-209.

Motion carried that the attached papers be made a part of these minutes, that is, "Acceptance of the offer of the United States of America," "Grant Offer," "Terms and Conditions," and "Certificate of Recording Officer." Said papers to be signed where necessary by the Chairman and Secretary under authority given above.

Mr. C. W. Ward resigned from the Board of Trustees with sincere regret by the Board.

C. J. Reel, Secy.

FWA Form L-118a
(Revised 1-10-44)

ACCEPTANCE OF THE OFFER
OF THE UNITED STATES OF AMERICA

WHEREAS, there has been filed with the Federal Works Agency in behalf of Albemarle Hospital (Name of local entity to Whom Offer Made) (herein called the "Owner"), an application for Federal assistance under the War Public Works program, and the UNITED STATES OF AMERICA, acting by and through the Federal Works Administrator, has transmitted to the Owner an Offer of Federal assistance in connection with the public works referred to in said application and described in said Offer; and

WHEREAS, said Offer has been duly read in open meeting, fully considered in accordance with all pertinent rules of procedure and legal requirements, and made a part of the Owner's public records; and

WHEREAS, it is deemed advisable and in the public interest that said Offer be accepted:

NOW, THEREFORE, be it Resolved (Resolved, Ordained, Ordered, Etc.) by the Trustees (Governing Body of Owner) of the Owner that the said Offer, a true and correct copy of which, including the Terms and Conditions, is hereto attached, be and the same hereby is accepted without reservation or qualification.

Passed by the aforementioned governing body of the Owner on the 10th day of February 1944.

Approved on the 10th day of February, 1944, by the Chairman (Title of Officer Required to Approve) of the Owner.

Published (if publication required) on the _____ day of _____, 194_.

(Signed) Geo F Shee
(Name of Officer Required to Approve)

Chairman
(Title of Officer)

P-744

UNITED STATES OF AMERICA

FEDERAL WORKS AGENCY

GRANT OFFER

WASHINGTON, 25, D. C.

PROJECT No. N. C. 31-209

DATED FEB 5 1944

THE ALBEMARLE HOSPITAL, INC.,

ELIZABETH CITY, NORTH CAROLINA.

SUBJECT TO THE TERMS AND CONDITIONS (FWA FORM No. W-100, DATED OCTOBER 15, 1943) ATTACHED HERETO AND MADE A PART HEREOF, THE UNITED STATES OF AMERICA HEREBY OFFERS TO MAKE YOU A GRANT OF $261,600 TO AID IN FINANCING THE ACQUISITION AND CONSTRUCTION OF PUBLIC WORKS CONSISTING OF HOSPITAL AND NURSES' HOME FACILITIES, INCLUDING NECESSARY LAND AND NECESSARY EQUIPMENT (HEREIN CALLED THE "PROJECT"), AT THE PRESENTLY ESTIMATED COST TO YOU OF $291,600: PROVIDED, HOWEVER, THAT IF THE ACTUAL COST TO YOU OF THE PROJECT UPON COMPLETION, AS DETERMINED BY THE FEDERAL WORKS ADMINISTRATOR, IS LESS THAN THE PRESENTLY ESTIMATED COST SPECIFIED ABOVE, THE GRANT SHALL BE REDUCED TO AN AMOUNT WHICH BEARS THE SAME RATIO TO SAID ACTUAL COST AS THE AMOUNT OF THE GRANT SPECIFIED HEREIN BEARS TO THE SAID ESTIMATED COST.

NOTHING HEREIN SHALL BE CONSTRUED AS VESTING IN ANY DEPARTMENT OR AGENCY OF THE UNITED STATES POWER TO EXERCISE ANY SUPERVISION OR CONTROL OVER SUCH FACILITIES, NOR SHALL ANY OF THE PROVISIONS HEREOF BE CONSTRUED AS PRESCRIBING OR AFFECTING YOUR ADMINISTRATION OR PERSONNEL IN THE MAINTENANCE AND OPERATION OF SUCH FACILITIES.

UNITED STATES OF AMERICA

FEDERAL WORKS ADMINISTRATOR

BY Ernest E. Hall

Acting For BAIRD SNYDER

ASSISTANT ADMINISTRATOR

S5091

FEDERAL WORKS AGENCY

T E R M S A N D C O N D I T I O N S

Incorporated in Offers Providing for
the Financing and Construction
of Non-Federal War Public Works
Projects

FWA Form No. W-100

October 15, 1943

S5091

TERMS AND CONDITIONS

1. CONDITIONS OF GOVERNMENT'S OBLIGATION. - The United States of America (hereinafter referred to as the "Government") may elect to terminate all or any of its obligations under these TERMS AND CONDITIONS and the Government's Offer (hereinafter collectively referred to as the "Offer") to which they appertain:

(a) Representations. - If any representation of the applicant to which the Offer is made (hereinafter referred to as the "Applicant") in its application for Federal assistance, as amended or supplemented (hereinafter referred to as the "Application"), or in any document submitted to the Government by the Applicant, shall be incorrect or incomplete in any material respect;

(b) Financial Condition. - If, in case the Government has offered to purchase bonds or other securities of the Applicant (hereinafter referred to as "Bonds"), the financial condition of the Applicant shall have changed unfavorably in a material degree from its condition as theretofore represented to the Government;

(c) Financing of Project. - If the Applicant will not be able, in the opinion of the Government, or fails to provide when needed, or to demonstrate to the satisfaction of the Government that it can and will provide when needed, funds sufficient, with the funds made available by the Government under the Offer, to pay the cost of the public works described in the Offer (such public works being hereinafter referred to as the "Project"), or if, in case the Government has offered to purchase Bonds, the Applicant shall not furnish a bond transcript satisfactory to the Government showing that the Bonds are valid and binding obligations;

(d) Prosecution of Project. - If the Applicant will not be able, in the opinion of the Government, to construct the Project as originally planned, whether such inability is due to technical causes, the unavailability of labor, equipment or materials, the failure to obtain necessary permits or authorizations, or to any other cause; or if the Applicant shall fail to commence or proceed with the construction of the Project with dispatch, in a sound, economical and efficient manner, in accordance with plans and specifications theretofore submitted to and approved by the Government, and in compliance with applicable Federal Statutes and the Offer; or if the Applicant shall fail otherwise in the performance or fulfillment of any of its obligations to be performed or fulfilled under the Offer;

(e) Documents to be Submitted. - If the Applicant shall fail to submit or cause to be submitted to the Government such records, statements, reports, data, plans, drawings, specifications, contracts, work orders, assignments, bid tabulations, contract awards, estimates, certificates or other documents affecting the Project, as may be requested by the Government, or if the Applicant shall proceed with the construction of the Project or take other action on the basis of any of the foregoing

documents which are required to be submitted to the Government before the Government has advised the Applicant that, in its opinion, such documents comply with applicable Federal statutes and the Offer;

(f) Architectural or Engineering Supervision and Inspection. - If the Applicant shall fail to provide and maintain competent and adequate architectural or engineering supervision and inspection of the construction of the Project;

(g) Bonus or Commission. - If it shall be determined by the Government at any time that the Applicant has paid or agreed to pay, whether directly or indirectly, a bonus, commission or fee to any person, firm or corporation for attempting to procure an approval of the Application, or for alleged services in procuring or in attempting to procure such approval, or for activities of the nature commonly known as lobbying performed or agreed to be performed in connection with the Application.

2. GOVERNMENT NOT OBLIGATED TO THIRD PARTIES. - The Government shall not be obligated or liable hereunder to any party other than the Applicant.

3. INTEREST OF MEMBER OF OR DELEGATE TO CONGRESS. - No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of the agreement or contract resulting from the Applicant's acceptance of the Offer or in any benefit arising therefrom.

4. OTHER PROHIBITED INTERESTS. - No official of the Applicant who is authorized in such capacity and on behalf of the Applicant to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction or material supply contract or any subcontract in connection with the construction of the Project, shall become directly or indirectly interested personally in any such contract. No official, employee, architect, attorney, engineer or inspector of or for the Applicant who is authorized in such capacity and on behalf of the Applicant to exercise any legislative, executive, supervisory or other functions in connection with the construction of the Project, shall become directly or indirectly interested personally in any construction contract, material supply contract subcontract, insurance contract, or any other contract, pertaining to the Project. The Applicant shall be reponsible for enforcement of the foregoing provisions of this paragraph.

5. EXPENSES PRIOR TO DATE OF OFFER. - In determining the amount of Federal assistance to be paid to the Applicant under the Offer, the Government will exclude from consideration all Project costs incurred by the Applicant prior to the date of the Offer unless such costs have been included in the estimate of cost of the Project incorporated in the Application and, in the opinion of the Government, were incurred by the Applicant in anticipation of Federal assistance for defense public works.

6. GRANT ADVANCES AND PAYMENTS. - The Applicant may requisition

advvances or payments on account of the grant provided in the Offer at anyy time after receipt of the Offer but not later than six months following the completion, abandonment or termination of the Project. Such recquisitions shall be accompanied by such supporting data as the Government nayy require. After the Applicant's acceptance of the Offer and subject to thee provisions of the Offer, the Government will honor such requisitions in amounts and at times deemed by it to be proper to insure the expeditious prosecution and payment of the costs of the Project. Payment on account of the grant may be made in cash or by cancellation of Bonds or other obligations owing by the Applicant to the Government, or partially in cash anod partially by cancellation, at the option of the Government. No request forr review of a determination of the Government affecting the grant payable uncder the Offer will be considered unless such request is received by the Gowvernment not later than three months following notice to the Applicant of such determination.

7. GRANT PAYABLE IN TANGIBLE PROPERTY. - The grant provided in the Offfer may be paid in part with tangible property. The Government may transferr or rent to the Applicant, with its approval and upon mutually satisfactory terms, equipment or other tangible property deemed necessary for the Project or its construction, and such transfer or rental shall effect a reduction in the grant otherwise payable in money equal to the amount charged the Appplicant for such property.

8. LOAN ADVANCES AND PAYMENTS. - The Applicant may requisition on acccount of the loan, if any, provided in the Offer, advances in anticipation of the issuance of the Bonds, or payments, at any time after receipt of thee Offer, any such advance to bear interest from the date the Applicant recceives such advance to the date of delivery of the Bonds at the same ratte borne by the Bonds. Such requisitions shall be accompanied by such suppporting data as the Government may require. After the Applicant's acceeptance of the Offer, and subject to the provisions of the Offer, the Gowvernment will honor such requisitions in amounts and at times deemed by it to be proper. If, after advances have been made on account of the loaan in anticipation of the issuance of the Bonds, the Applicant is unable, in the opinion of the Government, to issue the Bonds because of circumstances beyyond the control of the Applicant's governing body, the Government may, at itss election, treat such advances as a grant.

9. CONSTRUCTION ACCOUNT. - All funds, however provided, for the paymennt of the cost of the Project shall be deposited, promptly upon the receiipt thereof, in a separate account or accounts (hereinafter collectively refferred to as the "Construction Account"). Unless otherwise required by laww, the Construction Account shall be set up in a bank or banks which arre members of the Federal Deposit Insurance Corporation. Moneys in the Consstruction Account shall be expended only for costs of the Project and in accordance with such purposes as shall have been previously specified in the latest project control estimate approved for the Project, or, if any, thee latest signed certificate of purposes filed with and as approved by the Gowvernment: Provided, That if any Bonds are held by the Government after alll costs incurred in connection with the Project have been paid, all monneys then remaining in the Construction Account shall be used to repurrchase Bonds or shall be transferred to a bond fund for the payment of inttterest on and principal of the Bonds.

10. ABANDONMENT OF PROJECT. - If the Project shall be abandoned prior to its completion or the completion of the Project becomes, in the opinion of the Government, impossible of accomplishment by the Applicant whether due to technical causes, the unavailability of labor, equipment or materials the failure to obtain necessary permits or authorizations, or to any other causes:

(a) Grant Payable. - The Government shall thereupon be relieved of all of its obligations under the Offer with respect to payment of grant, except that if such abandonment is consented to or concurred in by the Government, or the Government determines that the completion of the Project is impossible of accomplishment due to no fault of the Applicant, the Government's obligation to the Applicant shall continue as to an amount of grant bearing the same ratio to expenditures theretofore made and costs incurred by the Applicant (in accordance with the provisions of the Offer and as approved by the Government) that the maximum grant provided by the Offer bears to the estimated cost of the Project upon which the Offer has been based;

(b) Purchase of Bonds. - The Government shall thereupon be relieved of all of its obligations under the Offer with respect to the purchase of Bonds thereunder, except that the Government shall have the right at its election to purchase such Bonds under the Offer as it shall deem necessary to assure payment of incurred Project costs, and to cause the Applicant to deliver Bonds on account of which the Government has theretofore made advances;

(c) Reimbursement For Funds Advanced. - The Applicant shall forthwith cause to be returned to the Government the portion of all advances or payments made to the Applicant under the Offer not theretofore expended on the Project in accordance with the Offer, except that an amount thereof equal to the principal of the Bonds purchased by the Government and then outstanding, together with accrued interest thereon, may be transferred by the Applicant to a bond fund for the payment of such principal and accrued interest: Provided, That only so much of the expenditures on the Project shall be considered as having been made from advances or payments made to the Applicant under the Offer as shall be determined by applying the ratio which such advances or payments at the time of expenditure bore to the total funds then available in cash for the making of such expenditures;

(d) Completion by the Government. - If the Government determines to take over and complete the Project, there shall be applied on the acquisition cost of the completed portion thereof so much of the advances or payments made by the Government under the Offer as shall not have been returned by the Applicant to the Government, less the amount, if any, transferred by the Applicant to the bond fund pursuant to the provisions of subparagraph (c) hereof.

(e) Return of Grant Payments. - Nothing herein shall be construed to waive any right which the Government may have to the return of the whole or any part of the advances or payments made under the Offer in addition to the advances or payments above provided to be repaid, or any other right which the Government may have, if the Applicant shall have abandoned the Project prior to its completion without the consent of the

Government or shall have acted in bad faith or made any misrepresentations concerning the completion of the Project or the use of such advances or payments.

11. SALE OF BONDS TO OTHERS. - If the Offer provides for a loan, the Applicant may, with the prior consent of the Government, sell all or any part of the Bonds to purchasers other than the Government.

12. CONSTRUCTION OF THE PROJECT. - (a) Unless the Government shall consent to the use of a different method in the construction and equipment of the Project, or to the award of contracts on a basis other than that herein provided, the contract method shall be used in the construction and equipment of the Project, and all construction, material and equipment contracts shall be awarded to the lowest responsible bidder and, except as to contracts estimated to cost not more than $1,000, upon free, open and competitive bidding after advertisement for bids sufficient to insure adequate competition: Provided, That no contract on a cost plus a percentage of cost basis shall be made: Provided, further, That no contract on a cost plus a fixed fee basis shall provide for a fixed fee in excess of 6 per centum of the estimated cost.

(b) The Applicant shall require that, where a general contract is let for the work, specialty subcontractors shall be utilized for the performance of such parts of the work as, under normal contract practices, are performed by specialty subcontractors, unless (1) the general contractor has theretofore customarily performed such specialty work with his own organization and is then equipped to do so, or (2) in the opinion of the Applicant, concurred in by the Government, the performance of specialty work by specialty subcontractors will result in materially increased costs or inordinate delays.

13. CONTRACT SECURITY. - The Applicant shall require that each construction contractor shall furnish a bond or bonds of such type and in an amount or amounts adequate to secure the faithful performance of his contract.

14. CONTRACTORS' AND SUBCONTRACTORS' INSURANCE. - The Applicant shall require that there be maintained adequate compensation insurance for all contractors' and subcontractors' employees engaged in work on the Project.

15. QUALIFICATIONS FOR EMPLOYMENT. - The Applicant shall require that (a) in the employment of laborers and mechanics for work on the Project, preference shall be given to qualified local residents; (b) no person under the age of sixteen (16) years shall be employed on the Project; (c) no person currently serving sentence in a penal or correctional institution and no inmate of an institution for mental defectives shall be employed on the Project; and (d) no person whose age or physical condition is such as to make his employment dangerous to his health or safety or to the health or safety of others shall be employed on the Project: Provided, That this shall not operate against the employment of physically handicapped persons, otherwise employable, where such persons may be safely assigned to work which they can ably perform.

16. NON-DISCRIMINATION. - The Applicant shall require that there shall be no discrimination by reason of race, creed, color, national origin

or political affiliations in the employment of persons qualified by training and experience for work on the Project.

17. COLLECTIVE BARGAINING. - The Applicant shall require that the legal rights of all workers on the Project to organize and to bargain collectively, to be protected from the requirement to join a company union, and to enjoy freedom of expression and action with respect to wages, hours and conditions of labor shall not be infringed.

18. LABOR REGISTRATION. - The Applicant shall require that, at the election of the Government, workers on the Project must register at such times and places and in such manner as the Government shall direct.

19. WAGE RATES. - The Applicant shall cause minimum wage rates for the various classes of laborers and mechanics engaged in work on the Project to be determined in accordance with applicable law. In the absence of such law, the Applicant shall determine, and submit to the Government for its concurrence, such minimum wage rates, and in so doing shall give consideration to the rates prevailing for the corresponding classes of laborers and mechanics employed upon projects of a character similar to the Project work in the area from which labor for the Project must be drawn, and to new wage rates, negotiated and concluded through bone fide collective bargaining processes, to become effective at a later date. The Applicant shall require that a complete schedule of all such minimum wage rates (whether determined by the Applicant with the concurrence of the Government, or as required by law) shall be set forth in each construction contract prior to inviting bids for such contract, and that the wages paid to such laborers and mechanics be not less than the minimum rates so determined therefor. The Applicant shall also require that all determined minimum wage rates and all authorized deductions, if any, from unpaid wages actually earned shall be posted at appropriate conspicuous points at the site of the Project. Unless otherwise required by law, wage rates need not be established for non-manual workers, including executive, supervisory, administrative and clerical employees.

20. COMPUTATION OF WAGES ON 8-HOUR DAY. - The Applicant shall require (a) that the wages of every laborer and mechanic engaged in work on the Project shall be computed on a basic day rate of eight hours per day, eight hours of continuous employment, except for lunch periods, constituting a day's work when a single shift is employed, and seven and one-half hours of continuous employment, except for lunch periods, constituting a day's work when two or more shifts are employed; and (b) that work in excess of eight hours per day shall be permitted upon compensation, when a single shift is employed, at one and one-half times the basic rate of pay for all hours worked in excess of eight hours on any one day, or at any time during the interval from 5 P.M. Friday to 7 A.M. Monday, or on holidays, and, when two or more shifts are employed, at one and one-half times the basic rate of pay for all hours worked in excess of seven and one-half hours on any one day or at any time during the interval from Friday midnight to Sunday midnight.

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21. PAYMENT OF EMPLOYEES. - The Applicant shall require that each cconstruction contractor and subcontractor shall pay each of his employees enngaged in work on the Project in full in cash and not less often than onnce each week, less legally required deductions and also deductions peermitted by the regulations prescribed under the so-called "Kick-Back Sttatute" (48 Stat. 948): Provided, That when circumstances render payment irn cash infeasible or impracticable payment by check may be effected upon cconsideration that funds are made available in a local bank and checks maay be cashed without charge, trade requirements or inconvenience to the wcorker.

22. WAGE UNDERPAYMENT AND ADJUSTMENTS. - The Applicant shall require thhat, in cases of underpayment of wages by any contractor, it shall withhcold from such contractor out of payments due, an amount sufficient to pay wcorkers employed on the work covered by his contract the difference betwween the wages required to be paid under the contract and the wages actuallly paid such workers for the total number of hours worked and may disbuurse such amounts so withheld by it for and on account of the contractor tco the respective employees t/ whom they are due.

23. "KICK-BACK" REGULATIONS. The Applicant shall require the irnclusion in all contracts with contractors or subcontractors for the cconstruction or prosecution of the Project satisfactory provisions expressly binding the respective contractors or subcontractors to comply wiith such applicable regulations as are issued by the Secretary of Labor puursuant to the so-called "Kick-Back Statute" (48 Stat. 948) approved Juune 13, 1934, as amended or supplemented by any other statute.

24. APPRENTICES. - Unless otherwise required by law the Applicant shhall require that the number of apprentices, in each trade or occupation, emmployed by each construction contractor or subcontractor, shall not exceeed the number permitted by the applicable standards of the United States Deepartment of Labor, or, in the absence of such standards, the number permiitted under the usual practice prevailing between the unions and the empployers' associations of the respective trades or occupations.

25. ACCIDENT PREVENTION. - The Applicant shall require that precautiion shall be exercised at all times for the protection of persons (includinng employees) and property, and that hazardous conditions be guarded aggainst or eliminated.

26. INSPECTION. - The Applicant shall require that the Federal Works Addministrator and his authorized representatives and agents be permitted, and it will itself permit them, to inspect all work, materials, pay rolls, rrecords of personnel, invoices of materials and other relevent data and rrecords. The Applicant shall cause to be provided and maintained during thhe construction of the Project adequate facilities at the site thereof ffor the use of the Administrator's representatives or agents assigned to thhe Project.

27. REPORTS, RECORDS AND DATA. - The Applicant shall submit, and shall require each contractor and subcontractor on the Project to submit, to the Government such schedules of quantities and costs, progress schedules, pay rolls, reports, estimates, records and miscellaneous data as may be required under applicable Federal statutes or rules and regulations promulgated thereunder.

28. PAYMENTS TO CONTRACTORS. - Not later than the fifteenth day of each calendar month the Applicant shall make a partial payment to each construction contractor on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month by the particular contractor, but shall retain until final completion and acceptance of all work covered by the particular contract a reasonable amount, specified in the contract, sufficient to insure the proper performance of the contract.

29. NAMING PROJECT. - The Applicant shall not name the Project for any living person.

30. COMMEMORATIVE TABLETS AND CORNERSTONES. - Commemorative tablets and cornerstones for the Project must be satisfactory to the Government.

31. STATE OR TERRITORIAL LAW. - Anything in the Offer to the contrary notwithstanding, nothing in the Offer shall require the Applicant to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State or Territorial law; Provided, That if any of the provisions of the Offer violates any applicable State or Territorial law, or if compliance with the provisions of the Offer would require the Applicant to violate any applicable State or Territorial law, or if because of any other reason the Applicant cannot comply with any of such provisions, the Applicant will at once notify the Federal Works Administrator in writing in order that appropriate changes and modifications may be made by the Federal Works Administrator and the Applicant to the end that the Applicant may proceed as soon as possible with the construction of the Project.

32. WAIVER. - Any provision in the Offer and the Terms and Conditions may be waived in whole or in part (and subject to such conditions as may be deemed desirable) with the consent of the Applicant and the written approval of the Government without the execution of a new or supplemental agreement.

FWA Form L-118b
(Revised 1-10-44)

CERTIFICATE OF RECORDING OFFICER

I, the undersigned, the duly qualified and acting Secretary (Title of Officer) of the Trustees of Albemarle Hospital (Name of Agency to Whom Offer Made) (herein called the "Owner"), and the keeper of the records of the Owner, including the journal of proceedings of the Trustees (Governing Body of the Owner) (herein called the "Governing Body"), do hereby certify:

1. That the attached Acceptance of the Offer of the United States of America (herein called the "Acceptance"), accepting the Offer of the United States of America, is a true and correct copy of the Acceptance as finally adopted at a meeting of the Governing Body held on the date specified at the foot of such Acceptance, as approved in the manner and date stated at the foot of such Acceptance, and as duly recorded in my office;

2. That the Offer (with the Terms and Conditions) attached to the Acceptance is a true and correct copy of the Offer of the United States of America which has been duly accepted by the Owner, and the original of such Offer is on file in my office;

3. That said meeting was duly convened and held in all respects in accordance with law and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting, and a legally sufficient number of members of the Governing Body voted in the proper manner and for the adoption of said Acceptance; that all other requirements and proceedings under the law incident to the proper adoption or passage of said Acceptance, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate.

4. That if an impression of a seal has been affixed below, it constitutes the official seal of the Owner and this certificate is hereby executed under such official seal; but if no seal has been affixed, the Owner does not have an official seal.

IN WITNESS WHEREOF, I have hereunto set my hand this 10th day of February, 1944.

If Owner has official seal, impress here

(S E A L)

C J Reel
(Name of Officer)

Secretary
(Title of Officer)

(Here Type or Print Name of Signing Officer)

Elizabeth City, N. C?
February 29, 1944

Meeting of the Board of Trustees of the Albemarle Hospital was held this February 29th, 1944, in the Episcopal Parish House, the following members present: Mr. S. G. Etheridge, Mr. Noah Burfoot, Mr. R. L. Parker, Mr. John Peele, Mr. G. R. Little, Mr. C. J. Reel, Rev. G. F. Hill. Mrs. Fearing, Supt. ~~xxxxxxxxxxxxxxx~~ and Mr. C. W. Ward, were also present.

Minutes read and approved.

The Chairman reported on the visit of Mr. R. J. Stull to Elizabeth City and his inspection of our Hospital and opportunities for service as its Supt.

Motion made by Mr. Noah Burfoot and seconded by Mr. John Peel, that we offer the position of General Manager of the Albemarle Hospital to Mr. R. J. Stull at $5000.00 per year for two years without signing contract with him for said position until Project N. C. 31-209, Additions and Improvements to the Hospital, are actually begun. Motion carried.

Mr. G. R. Little resigned from the board with sincere regrets by the others members.

C. J. Reel, Secy.

Meeting of the Board of Trustees of the Albemarle Hospital was held this March 28, 1944, the following members being present:

Minutes were read and approved.
Reports read and accepted.

The chairman reported on application of Mr. Dearing for superintendency of Hospital, and explained the progress of Project NC 31-209.

Trustees of the Albemarle Hospital met this April 15, 1944, the following members present: Messrs. J. J. Hughes, John Peele, John H. Hall, R. L. Parker, Noah Burfoot and Geo. F. Hill.

Mr. Burfoot and Mr. Hill, having attended the opening of bids at the office of the architect in Norfolk April 14, 1944, explained same.

On motion duly made it is unanimously resolved that we, the Board of Trustees of the Albemarle Hospital, Inc., Elizabeth City, N. C., at a meeting of said Board held April 15th, 1944, accept the low bids received April 14th, 1944, as recommended by the architect, A. M. Lublin, subject to the approval of the Federal Works Agency, Richmond, Va., which are as follows:

General Contractor:	L. B. Gallimore, Greensboro, N. C. $181,604.00
Electrical Work:	J. & H. Electric Company, Warsaw, N. C. $10,900.00
Plumbing:	Rowe & Coward, Jacksonville, N. C. $13,741.89
Heating and Ventilating:	Rowe & Coward, Jacksonville, N. C. $23,289.41

On motion duly made, it is unanimously resolved that Geo. F. Hill be and hereby is authorized and empowered to transact for the Board of Trustees of the Albemarle Hospital, Inc., any and all business in connection with contracts for work on Hospital this day accepted by said Board and to do all things necessary to the prosecution of said work including depositing of funds and issuance and drawing of vouchers or checks.

C. J. Reel, Secy.

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF FEBRUARY, 1944

$15,627.46	Actual Balance, Jan. 31
4,617.26	Receipts, Feb
$20,244.72	Total
16,682.49	Disbursements, Feb.
$ 3,562.23	Actual Balance, Feb. 29
1,785.17	Checks out
$ 5,347.40	Bank Blance, Feb. 29

DEATHS: 5

BIRTHS: 7

Full Pay Days	1,079
Part Pay Days	1
Free Pay Days	62
Total No Days	1,142

Full Pay Patients Discharged	91
Part Pay Patients Discharged	1
Free Pay Patients Discharged	6
Total No Patients Discharged	97

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF APRIL, ,944

$ 2,470.39	Actual Balance, Mar. 31
9,179.82	Receipts, Apr.
$11,650.21	Total
4,918.24	Disbursements, Apr.
$ 6,731.97	Actual Balance, Apr. 30
1,780.24	Checks out
$8,512.73	Bank Balance, Apr. 30

DEATHS: 6

BIRTHS: 14

Carried Over	34	
Admitted	102	136
Discharged		101
Remaining		35

Full Pay Days	996
Part Pay Days	1
Free Pay Days	93
Total No Days	1090

Full Pay Patients Discharged	98
Part Pay Patients Discharged	1
Free Pay Patients Discharged	2
Total No Patients Discharged	101

F. Tillett

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF MAY, 1944

$ 6,731.97	Actual Balance, Apr. 30
5,204.38	Receipts, May
$11,936.35	Total
5,316.99	Disbursements, May
$ 6,619.36	Actual Balance May 31
1,790.61	Checks out
$ 8,409.97	Bank Balance, May 31

DEATHS: 6, including 1 S.B. and 1 N.B.

BIRTHS: 17, including 1 S.B.

Carried Over	36	
Admitted	98	133
Discharged		100
Remaining		33

Full Pay Days	964
Part Pay Days	0
Free Pay Days	143
Total No Days	1107

Full Pay Patients Discharged	94
Part Pay Patients Discharged	0
Free Pay Patients Discharged	6
Total No Patients Discharged	100

F. Tillett

HOSPITAL REPORTS

1944

	January	February	March	April	May	June
Actual balance	16,151.65	15,627.26	3,562.03	2,470.39	6,731.97	6,619.36
Receipts	4,175.24	4,617.26	4,902.35	9,179.82	5,204.38	6,242.91
Total	20,326.89	20,244.52	8,464.38	11,650.21	11,936.35	12,862.27
Disbursements	4,699.63	16,682.49	5,993.99	4,918.24	5,316.99	4,960.94
Actual balance	15,627.26	3,562.03	2,470.39	6,731.97	6,619.36	7,901.33
Births	8	7	15			
Deaths	4	5	4	14	17	20
				6	6	5
Carried over	27	34	41			
Admitted	80	106	81	34	35	33
Discharged	73	99	88	102	98	99
Remaining	34	41	34	101	100	106
				35	33	26
Full pay days	951	1079	918	996	964	793
Part pay days	1	1	0	1	0	0
Free days	52	62	62	93	143	118
Total days	1004	1142	980	1090	1107	911
Full pay discharged	70	91	86	98	94	102
Part pay "	1	1	0	1	0	0
Free "	2	6	2	2	6	4
Total "	73	97	88	101	100	106

A5396

May 16, 1944

Trustees of the Albemarle Hospital met this May 16, 1944, in the office of the hospital, the following members present: Messrs. J. J. Hughes, R. L. Parker, C. J. Reel, J. H. Hall, J. H. Bright, G. F. Hill; Mrs. Fearing and Dr. Owens were also present.

1. Minutes were read and approved.

2. Reports read and accepted.

3. On motion duly made it is unanimously resolved that we, the Board of Trustees of the Albemarle Hospital, Inc., Elizabeth City, N. C., at a meeting of said Board held May 16, 1944, accept the bid of Rowe & Coward as follows:

as of April 15, 1944

Plumbing	$	14,166.07
Heating		24,009.70
Total		38,175.77
Less 3%		1,145.27
Total combined bid	$	37,030.50

4. On motion duly made it is unanimously resolved that we employ Eastern Elevator Service, Wilson, N. C. to make repairs to the elevator, as per agreement with them dated May 13, 1944, for $126.50.

5. On motion duly made it is unanimously resolved that either Mr. Hall or Mr. Hill go to Philadelphia and/or Harrisburg, Pa., to seek the release of Mr. R. J. Stull from the local draft board or from the Director of Selective Service of the State.

6. Discussion was made without motion that we request the City and County to place some sum in their budget for 1945 to take care of any deficit or necessary expenses connected with the operation of the hospital.

No further business meeting adjourned.

C. J. Reel, Secy.

June 6, 1944

Trustees of the Albemarle Hospital met this June 6, 1944, the following members present: Messrs. G. F. Hill, J. H. Hall, J. J. Hughes, R. L. Parker and C. J. Reel. Mrs. Fearing was also present.

Minutes were read and approved.

Mr. Hill made a financial report on construction work as follows:

Receipts-			
2/15/44	From hospital	$ 10,000.00	
4/21	From County	10,000.00	
4/25	From City	10,000.00	
5/16	From Government	57,500.00	
	Total receipts		87,500.00
Disbursements-			
2/15/44	A. M. Lublin	2,000.00	
4/25	A. M. Lublin	5,500.00	
5/3	Daily Advance	10.75	
6/6	A. M. Lublin	1,375.00	
	Total disbursements		8,885.75
	Balance cash on hand		$ 78,614.25

By motion made by J. H. Hall, seconded by J. J. Hughes and unanimously carried, we hereby authorize a change in constructionin contract with L. B. Gallimore from solid concrete slabs to bar joist with a credit of about $3500, and hereby empower chairman, Geo. F. Hill, to authorize any further changes in plans, or additional work not covered in contracts, as he shall deem necessary, with the advice of the architect, A. M. Lublin, and subject, when necessary, to the approval of the Federal Works Agency, for Project N. C. 31-209.

Motion carried that bid of W. H. Bartlett of $140.00 for the electric ventilating fan be accepted.

Motion carried that old boiler be advertised for sale and a committee of Chairman Hill and C. J. Reel be and hereby are authorized, in the name of and for the Trustees, to accept or reject any or all bids for same.

The chairman reported on his trip to New York when seeking interviews with various applicants for General Manager of Hospital.

No further business meeting adjourned,

June 20, 1944

Trustees of the Albemarle Hospital, Inc., met this June 20th, 1944, in the study of the chairman, the following members present: Messrs. C. J. Reel, Noah Burfoot, J. J. Hughes, R. L. Parker and G. F. Hill.

After report of the chairman on the visit of Miss Pearle A. Smith to our Hospital June 16th and 17th, motion carried that we offer Miss Pearle A. Smith of Brooklyn, N. Y. the position of General Administrator at $4000 per year with maintenance. The chairman was requested to phone Miss Smith our offer and ask immediate acceptance.

No further business meeting adjourned.

C. J. Reel
Secy.

July 11, 1944

Trustees of the Albemarle Hospital, met this July 11, 1944, in the study of the chairman, the following members present: Messrs. C. J. Reel, R. L. Parker, J. J. Hughes, Noah Burfoot, J. H. Hall and G. F. Hill.

Minutes read and approved.

Financial reports for May received.

The chairman reported that Miss Smith had accepted the position of General Manager of the Hospital and would reach Elizabeth City on July 17th and to take the position for active duty on the 19th.

Motion carried that Miss Catherine Nolan be employed at $185.0 per month with maintenance as Supervisor of Nurses and Assistant Manager.

Motion passed that J. H. Hall be a committee of one to assist Miss Smith in finding a suitable room if the suite of rooms in the Nurses Home is not satisfactory.

Motion carried that a committee of Noah Burfoot and C. J. Reel try to get bids on the old boilers at the hospital and report on same at the next meeting.

No further business meeting adjourned.

C. J. Reel, Secy.

Trustees of the Albemarle Hospital, Inc., met at the Albemarle Hospital, this, July 25, 1944, with the following members present: Messrs. J. H. Hall, John Peele, Noah Burfoot, C. J. Reel, G. F. Hill and Miss A. Pearl Smith, Administrator.

1. Minutes read and approved.

2. Hospital report read and accepted.

3. The chairman made financial report on building project as attached.

4. The committee on selling the two boilers reported that only two bids had been made. Motion carried that this committee be continued to secure more bids.

5. The securing of a Utility or Maintenance man for the Hospital was discussed but no action taken.

6. Motion carried that, while the south wing was in process of building, all colored patients be moved to the east wing in separate quarters and visitors of only the closest relatives be admitted. These quarters are on third floor.

7. Motion carried that the laboratory be moved from the first floor to the fourth floor in the old building and the old laboratory be used for storage.

8. Motion carried that the Administrator secure Mrs. Sawyer as Technician for part time and to make terms with her in payment for same.

9. Miss Smith, Administrator, took the Trustees on a tour of the Hospital to show them the temporary quarters for colored patients, and present and intended improvements to the efficiency of the general work. These improvements were highly commended.

10. Motion carried that the following resolution be adopted:
"WHEREAS death has called Mr. Fred M. White from our midst, and
WHEREAS he has served for many years as one of the Hospital Trustees, and
WHEREAS his services on the Board was of such real helpfulness and interest in its welfare,
BE IT RESOLVED, that in regular meeting of the Trustees of the Albemarle Hospital, Inc., this July 25, 1944, we hereby acknowledge with keen regret the loss of Mr. Fred M. White, who served long and well the best interests of the Hospital, and extend our deepest sympathy to his wife and family, and
BE IT FURTHER RESOLVED that this resolution be inscribed on our minutes and a copy be sent to Mrs. White."

11. No further business meeting adjourned.

C. J. Reel, Secy.

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF JUNE, 1944

$ 6,619.36	Actual Balance, May 31	
6,242.91	Receipts, June	
$12,862.27	Total	
4,960.94	Disbursements, June	
$ 7,901.33	Actual Balance, June 30	
1,936.48	Bank Balance, June 30	

BIRTHS: 20, 1 Still Born

DEATHS: 5, 1 Still Born

Carried Over	33	
Admitted	99	132
Discharged		106
Remainigg		26

Full Pay Days	793
Part Pay Days	0
Free Pay Days	118
Total No Days	911

Full Pay Patients Discharged	102
Part Pay Patients Discharged	0
Free Pay Patients Discharged	4
Total No Patients Discharged	106

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF JULY, 1944

$ 7,901.33	Actual Balance, June 30
4,762.15	Receipts, July
$12,663.48	Total
4,528.19	Disbursements, July
$8,135.29	Actual Balance, July 31
2,058.72	Checks out
$10,194.01	Bank Balance, July 31

BIRTHS: 18, with 2 Still Born

DEATHS: 11, with 2 Still Born

Carried Over	26	
Admitted	109	135
Discharged		115
Remaining		20

Full Pay Days	701
Part Pay Days	2
Free Pay Days	65
Total No Days	768

Full Pay Patients Discharged	105
Part Pay Patients Discharged	1
Free Pay Patients Discharged	9
Total No Patients Discharged	115

The following motions were regularly made, duly seconded, and approved: That this Board of Trustees hereby authorizes A. Pearl Smith, Administrator of the Albemarle Hospital, Inc., Elizabeth City, N. C., to execute on behalf of this corporation all spplications, notices, bonds, reports, and other instruments, letters, writings, and papers, and to bind this corporation as to all agreements made in connection therewith, and to do all acts for the principal in dealings with the Bureau of Internal Revenue in connection with matters relating to the Internal Revenue Laws and Regulations.

That all previous signatures authorizations are hereby revoked.

FINANCIAL REPORT OF BUILDING PROJECT

As of July 25, 1944

RECEIPTS-		
From Hospital	$ 10,000.00	
From County	10,000.00	
From City	10,000.00	
From Government, 1st advance .	57,500.00	
Total receipts		87,500.00
DISBURSEMENTS-		
Alfred M. Lublin, architect ..	10,564.28	
Rowe & Coward	11,197.14	
L. B. Gallimore	22,246.77	
Daily Advance, advertising ...	14.88	
G. R. Little, insurance	486.68	
Total disbursements		44,509.75
BALANCE CASH ON HAND		$ 42,990.25

Signed Geo F Lee

Chairman Board Trustees Albemarle Hospital.

July 25, 1944

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF AUGUST, 1944

$ 7,901.33	Actual Balance, June 30
4,762.15	Receipts, July
$12,663.48	Total
4,528.19	Disbursements, July
$8,135.29	Actual Balance, July 31,
2,058.72	Checks out
$10,194.01	Bank Balance, July 31,

BIRTHS: 18, 2 Still Born

DEATHS: 11, 2 Still Born

PATIENTS:

Carried over June 30,	26	
Admitted, July	109	135
Discharged, July		115
Remaining, July 31		20

Full Pay Patients	701
Part Pay Patients	2
Free Pay Patients	65
Total No Patients	768

Full Pay Patients Discharged	105
Part Pay Patients Discharged	1
Free Pay Patients Discharged	9
Total No Patients Discharged	115

Frances R. Tillett

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF AUGUST, 1944

$ 8,135.29	Actual Balance, July 31
5,324.35	Receipts, August
$13,459.64	Total
5,445.61	Disbursements, August
$ 8,014.03	Actual Balance, August 31
1,001.82	Checks out
$ 9,015.85	Bank Balance, August 31

BIRTHS: 20

DEATHS: 1

Carried Over	20	
Admitted	94	114
Discharged		98
Remaining		16

Full Pay Days	574
Part Pay Days	0
Free Pay Days	48
Total No Days	622

Full Pay Patients Discharged	94
Part Pay Patients Discharged	0
Free Pay Patients Discharged	4
Total No Patients Discharged	98

FINANCIAL REPORT OF BUILDING PROJECT

As of August 22, 1944

RECEIPTS:

Reported July 25, 1944	$ 87,500.00	
2nd Government check	33,500.00	
Total receipts		121,000.00

DISBURSEMENTS:

Reported July 25, 1944	44,509.75	
L. B. Gallimore	21,864.39	
Total disbursements		66,374.14
Balance cash on hand Aug. 22, '44 ...		$ 54,625.86

Geo. F. Hill, Chairman
Board Trustees Albemarle Hospital, Inc.,
Elizabeth City, N. C.

A5396

Trustees of the Albemarle Hospital met this August 22, 1944 in living room of Nurses' Home, the following members present: Messrs. J. J. Hughes, Noah Burfoot, R. L. Parker, C. J. Reel, J. H. Hall, John Peele and G. F. Hill. The Administrator Miss Smith was also present.

1. Minutes read and approved.
2. Financial reports read and accepted.
3. The chairman made financial report on work of Project NC 31-209. Report attached.

4. The committee for getting a sale of the old boilers was continued.

5. Motion carried that certain changes be made in plans. See motion attached marked "A - Changes."

6. Motion carried that three bids be accepted as follows:

Stearns Co., Kitchen equipment .....$	5,064.00
American Sterilizer Co., Sterilizer equip.	9,688.28
J & H Electric Co., Refrig. & cold storage	3,950.00

See motions attached marked "B - Bids"

7. Motion carried that the chairman secure such secretarial assistance as he needs in connection with the work of the building project.

After the meeting the Administrator Miss Smith served lemonade which was much enjoyed.

No further business meeting adjourned.

C. J. Reel, secy.

9-1-44
Trustees of the Albemarle Hospital met this Sept. 1, 1944, in the office of the chairman, the following members present; Messrs. J. J. Hughes, C. J. Reel, R. L. Parker, Noah Burfoot, S. L. Etheridge, J. H. Hall + Geo F. Hill.

"Motion made, seconded and carried, that we accept the following bids subject to the approval of the Federal Works Agency:

1. J & H Electric Co. for furnishing and installing refrigeration and cold storage rooms, for $3,950.00

2. American Sterilizer Co. to furnish and deliver sterilizing equipment, for $9,688.28

3. General Electric Co. to furnish and install X-ray equipment for $7,267.00

4. The Stearns Co. for kitchen equipment, for $8,064.00"

Motion made, seconded and carried, that we accept and approve the following changes and additions, subject to the approval of the Federal Works Agency:

1. L. B. Gallimore addition of ramp slab for $50.15
2. L. B. Gallimore, install one washing sink for $12.04
3. L. B. Gallimore, substituting 7/8" glass for 1/4" glass, for credit of $41.78
4. L. B. Gallimore, omission of water base, using enamel compound instead, for credit of $3.76
5. L. B. Gallimore, guarantee for one year against leakage in boiler room floor in place of waterproofing contract, with no change in contract price.
6. L. B. Gallimore, repairs to east porch, for $422.55
7. L. B. Gallimore, installing doors, window, steam pipes, radiator, lights, etc. in Nurses home, for $327.00."

C. J. Pool, Secretary of the Board of Trustees, Ithemaris Hospital, Inc.

The purchase of coal for the Hospital was discussed but no action was Taken.

A - change

August 25, 1944

Mr. Alfred M. Lublin,
600 Taylor Bldg.,
Norfolk, Va.

Project NC 31-209
Albemarle Hospital, Inc.,
Elizabeth City, N. C.

Dear Mr. Lublin:

At a meeting of the Board of Trustees of the Albemarle Hospital, Inc., held August 22, 1944, at which a quorum was present, a motion was made, seconded and carried, that the following changes in plans and specifications be approved:

1. Addition of a ramp slab to be placed at the opposite end of the steps leading to the boiler room from the outside of the building. This ramp slab to be a continuation of area way slab to be installed under the original contract. The proposal follows:

Approx. 3 cu. yds. hand excavation @ $1.50 per yd	$ 4.50
Removing waterproofing & dressing up basement wall; approx. 80 sq.ft. @ 50¢ per sq.ft.	10.00
Changing pipe rail now on job and adding 9 ft.....	18.00
Approx. 1 cu.yd. concrete @ 15.00	15.00
Approx. 39 sq.ft. forms @ 25¢ per sq.ft.	9.75
Approx. 47 sq.ft. mesh @ 4¢ per sq.ft.	1.88
Total cost	$ 59.13

2. Install can washing slab at the entrance to the food preparation room as outlined below:

Approx. 4'x6'x4" concrete slab 8 c.ft. conc. @ 50¢ ...	4.00
Approx. 24 lin.ft. 4"x6" curb @ 25¢ per ft.	6.00
Approx. 30 sq.ft. mesh @ 4¢ per sq.ft.	1.20
Approx. 24 sq.ft. concrete finish @ 6¢ per sq.ft. ...	1.44
Total cost	$ 12.64

3. Substituting "B" glass in sash for "A", credit of 41.78

4. Omission of water bars under windows using in lieu thereof caulking compound in the groove occurring in the limestone sill and in the groove in the sub-sill of the wondow frame making a tight installation. For this change- approximately 651 linear feet of sill bars @ 1½¢ 9.76

In lieu of using Flamingo waterproofing in boiler room slab, a guarantee this slab against leakage that would ordinarily be stopped by use of Flamingo, for a period of one year. No change in contract price.

Summary:	Additional costs: 1	$ 59.13	
	2	12.64	
	Total additional costs		71.77
	Credits: 3	41.78	
	4	9.76	
	Total credits		51.54
	Net additional cost		$ 20.23

Yours very truly,

Rev. Geo. F. Hill,
Chairman Board Trustees Albemarle Hospital, Inc.,
Elizabeth City, N. C.

cc C. L. McGee
cc Mr. Smith

B - Bids

August 23, 1944

Mr. Alfred M. Lublin,
600 Taylor Bldg.,
Norfolk, Va.

Project NC 31-209
Albemarle Hospital, Inc.
Elizabeth City, N.C.

Dear Mr. Lublin:

At a meeting of the Board of Trustees of the Albemarle Hospital, Inc., held August 22, 1944, with a quorum present, by motion made, seconded and carried, the following bids were accepted:

1. J. & H. Electric Co., Warsaw, N. C., to furnish all labor and materials and perform all work for construction and completion of refrigeration and cold storage rooms in the Albemarle Hospital, in strict accordance with the specifications and drawings for the consideration of $3,950.00. And agrees, upon receipt of written notice of the acceptance of this bid within 30 days after the date of opening of the bids to execute a contract and give performance bond as specified, with good and sufficient surety or sureties, within the time specified, after the prescribed forms are presented for signature. The contractor will complete the work within the specified number of calendar days after date of receipt of any necessary priority rating.

2. The Stearnes Company, 1535 South Wabash Ave., Chicago, Ill., to furnish and deliver to the job site all the kitchen equipment for the Albemarle Hospital, in strict accordance with the specifications and drawings for the consideration hereinafter itemized. And agrees, upon receipt of written notice of the acceptance of this bid within 30 days after the date of opening of the bids to execute a contract and give performance bond as specified, ~~with~~ with good and sufficient surety, or sureties, within the time specified, after the prescribed forms are presented for signature. The itemized kitchen equipment will be delivered to job site within the specified number of calendar days after date of receipt of notice to proceed, or the receipt of any necessary preference rating orders.

Itemized list:	Quantity	Price
1. Cooking range	1	973.00
2. Range hood	1	165.00
3. Vegetable steamer	1	440.00
4. Steamer hood	1	89.00
5. Pot sink	1	80.00
6. Cook's table	1	64.00

2

	Quantity	Price
7. Main Mart	1	64.00
8. Preparation tables	2	245.00
9. Food preparation table	1	53.50
10. Soiled and clean dish tables, sets	1	216.00
11. Dish washing machine	1	968.50
12. Dish washer (alternate) 511.00		
13. Bakers table	1	136.00
14. Coffee urns	1	292.00
15. Urn stand	1	49.00
16. Toaster	1	215.50
17. Electric mixer	1	554.00
18. Potato peeler	1	267.00
19. Vegetable and meat sink	1	66.50
20. Butcher's block	1	29.00
21. Platform scale. Omit		
22. Hot plates	4	97.00
Total		$ 5,064.00

Exceptions: We will attempt to make delivery within sixty days. However, we cannot be liable for delays in delivery due to interruptions in normal transportation facilities, shortages of material, strikes, war conditions, government priorities, or other causes beyond our control. 2. Above bid does not include any faucets, valves, traps, switches, starters, etc. or fittings necessary to make final connections. 3. We reserve the right to reject an order for less than 75% of the total bid.

American Sterilizer Co., 402-403 Law Bldg., Richmond, Va. to furnish and deliver to job site all sterilizer equipment for the Albemarle Hospital, in strict accordance with the specifications and drawings, for the consideration of nine thousand six hundred eighty-eight and 28/100 dollars ($9,688.28) and agrees, upon receipt of written notice of the acceptance of this bid within 30 days after the opening of the bids to execute a contract and give performance bond as specified, ~~with~~ with good and sufficient surety or sureties, within the time specified, after the prescribed forms are presented for signature. If awared the contract the work will be completed within the specified number of calendar days after date of receipt of any necessary priority rating.

Yours very truly,

Rev. Geo. F. Hill, Chairman
Board Trustees Albemarle Hospital, Inc.,
Elizabeth City, N. C.

cc Federal Works Agency,
Richmond, Va.

45396

Trustees of the Albemarle Hospital met this October 10, 1944, in the living room of the Nurses Home at 7:30 P.M., the following members being present: Messrs. R. L. Parker, J. J. Hughes, J. H. Hall, C. J. Reel, S. G. Etheridge, Noah Burfoot, J. H. Bright, John Peele, G. F. Hill. Miss A. Pearl Smith, Administrator was also present.

1. Minutes read and approved.
2. Treasurer's reports read and accepted.

3. Motion carried that Mr. Burfoot be and is hereby authorized to order a car of coal for the hospital and to see that same is hauled to the coal bin.

4. The commitee on sale of boilers reported two new bids for the boilers, but upon idscussion it was decided to wait until next meeting for decision on selling.

5. Motion carried that Miss Smith be and is hereby authorized to employ a dietitian and housekeeper for the hospital.

6. Employing a general utility man for the hospital was discussed but no action taken.

7. Miss Smith briefly outlined the condition of the hospital, the work done and being done and work yet to be done.

No further business meeting adjourned.

8. The Chairman read a financial report of the construction work to date, same being attached.

FINANCIAL REPORT OF Project NC 31-209
as of October 10, 1944

RECEIPTS:

Total cash received from all sources		$ 194,750.00

DISBURSEMENTS:

Rowe & Coward	$ 19,925.71	
J. & H. Electric Co.	4,579.92	
L. B. Gallimore	65,720.12	
Alfred M. Lublin	11,939.28	
Miscellaneous	28.13	
G. R. Little, Insurance	851.60	
Total disbursements		103,044.76
BALANCE CASH ON HAND		$ 91,705.24

Geo. F. Hill, Chairman.

Cash receipts itemized:

From Hospital	$ 10,000.00
From City	10,000.00
From County	10,000.00
From Government	164,750.00
Total receipts	$ 194,750.00

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF SEPTEMBER, 1944

$ 8,014.03	Actual Balance, Aug. 31
3,402.62	Receipts, Sept.
$11,416.65	Total
5,337.65	Disbursements, Sept.
$ 6,079.00	Actual Balance, Sept. 30
1,161.35	Checks out
$ 7,240.36	Bank Balance, Sept. 30

BIRTHS: 10, with 1 Still Born

DEATHS: 2, with 1 Still Born

Carried Over	16	
Admitted	75	91
Discharged		68
Remaining		23

Full Pay Patients Discharged	67
Part Pay Patients Discharged	0
Free Pay Patients Discharged	1
Total No Patients Discharged	68

Full Pay Days	579
Part Pay Days	0
Free Pay Days	46
Total No Days	625

1

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF OCTOBER, 1944

$6,079.00	Actual Balance, Sept. 30
3,443.72	Receipts, Oct.
$9,522.72	Total
4,697.50	Disbursements, Oct.
$4,825.22	Actual Balance, Oct. 31
906.01	Checks out
$5,731.23	Bank Balance, Oct. 31

BIRTHS: 13

DEATHS: 6

Patients carried over	23	
Patients admitted	72	96
Patients discharged		78
Patients remaining		17

Full Pay Patients Discharged	73
Part Pay Patients Discharged	0
Free Pay Patients Discharged	5
Total No Patients Discharged	78

Full Pay Days	546
Part Pay Days	0
Free Pay Days	62
Total No Days	608

E. Tillett

A5396

October 22, 1944
Trustees of the Albemarle Hospital this this October 22, 1944, in the study of the Chairman, the following members being present: Messrs: C. J. Reel, John Peel, R. L. Parker, S. G. Etheridge, J. H. Hall and G. F. Hill.

The Chairman explained the reason for the meeting which was the resignation of Miss Smith, General Administrator. After discussion motion was passed that we regretfully accept the resignation of Miss Smith and Miss Nolan to take effect October 15th, and that the Chairman convey to Miss Smith and Miss Nolan our sincere regards and regrets.

Motion carried that Mr. Louis S. Worsley, Durham, N. C. be employed as General Administrator for one year at a salary of $4,500.00 without maintainance, to begin October 16th.

No further business meeting adjourned.

November 7, 1944
Trustees of the Albemarle Hospital met this November 7, 1944, at the Nurses Home, the following members present: Messrs. R. L. Parker, J. H. Hall, J. J. Hughes, S. G. Etheridge, C. J. Reel, John Peele and G. F. Hill. Miss A. Pearl Smith, Administrator was also present.

Treas. reports read and accepted.

Motion carried that Mr. Noah Burfoot be authorized to order a car of coal.

Motion carried that Mr. Oscar Williams be employed as General Utility Man at a salary of $175.00 per month, but the chairman is authorized to increase this amount if necessary.

Motion carried that the sale of the old boilers be left over until the next meeting.

Motion carried that Mr. Worsley be authorized to employ such personel for the hospital as necessary, with advice and consent of the chairman.

Motion carried that the amounts to be paid for administering ether, etc. by doctors or others than a regularly paid anaesthetist, be left to Mr. Worsley.

The bill oweing the hospital by Rudolph Pendleton was turned over to Mr. J. H. Hall who will report as to the possibility of collection at the next meeting.

Miss Smith brought to the attention of the Trustees unpaid bills since July 1944.

Mr. Hill made a financial report as of November 3, 1944, showing total receipts of $194,750.00 and an expenditure of $122,789.52, leaving a balance of $71,960.48.

Dr. Hackett of the Health Department appeared before the Trustees to explain the EMIC plan and to ask that our Board make contarct with same. Motion carreid that Dr. Hackett secure more specific data and bring same before the Board at the next meeting.

Motion carried that we, the Board of Trustees of the Albemarle Hospital, Inc., Elizabeth City, N. C., meeting November 7, 1944, with quorum present, extend the time of L. B. Gallimore for completion of the two new wings to December 15, 1944, and that his time be extended to January 31, 1945, for completion of all work on the old building.

Motion carried that we, the Board of Trustees of the Albemarle Hospital, Inc., Elizabeth City, N. C., meeting November 7, 1944, with quorum present, accept the following low bids for furniture and furnishings:

N. Snellenburg & Co.,	Nurses Home, ...	$ 855.05
"	Offices	387.00
"	Doctors rooms	143.90
		$ 1,385.95

Carnegie Office Appliance,		
	Patients rooms	9,059.00
	Nurses Dining Room	303.00
	Emergency Room Office	83.50
	Pillows	486.40
	Kitchen Utensils	303.02
	China & Glassware and.....	
	Silverware	1,244.99
		$ 11,479.91

Hospital Equipment Corporation,		
	Floor Equipment	288.90

Flowers School Equipment Co.,		
	Sun Room Furniture	292.84
	Shades	525.13
		$ 817.97

Making a total of all contracts for furniture and furnishings of $13,972.73.

No further business meeting adjourned.

THE DUKE ENDOWMENT
1942 HOSPITAL COST AND SERVICE COMPARISONS

WHITE AND NEGRO GENERAL HOSPITALS WITHOUT SCHOOLS OF NURSING
AVERAGING BETWEEN 25 AND 30 PATIENTS PER DAY

Albemarle Hospital, Elizabeth City

	PER PATIENT PER DAY AVERAGES				
ATING EXPENSES CLASSIFIED	#Average Thirteen Hospitals	This Hospital 1942	Plus or - Minus	This Hospital 1941	*Plus or - Minus
inistration					
ies, Supplies, Miscellaneous . .	$ .46	$ .47	$ .01	$ .32	$ .15
tarry	1.21	1.15	-.06	1.18	-.03
. . . . .	.98	.95	-.03	.81	.14
ies, Supplies, Miscellaneous . .	.23	.20	-.03	.37	-.17
se and Property	1.06	1.09	.03	1.25	-.16
ry	.23	.25	.02	.26	-.01
Opperation:					
sekkeeping	.25	.28	.03	.48	-.20
l, Power, Ice, and Water	.30	.40	.10	.21	.19
arilies, Supplies, Miscellaneous .	.28	.16	-.12	.30	-.14
fesssional Services	2.17	2.00	-.17	2.02	-.02
al and Surgical	.51	.71	.20	.52	.19
acyy and Drugs	.22	.16	-.06	.19	-.03
ng : Service	1.20	.94	-.26	1.12	-.18
arnnd Radium	.12	.11	-.01	.10	.01
atcory	.12	.08	-.04	.09	-.01
AILY PER CAPITA COST	$ 4.90	$ 4.71	$ -.19	$ 4.77	$ -.06
four patients	47	48	1	48	
ants per day (newborn excluded) .	27.3	27.0	-.3	23.7	3.3
r cent of beds occupied	58.1	56.3	-1.8	49.4	6.9
oyees on in-patient service . . .	30	24	-6	32	-8
loyees per patient per day . . .	1.1	.9	-.2	1.4	-.5
off care (newborn included) . . .	11,287	10,511	-776	9,289	1,222
ee days of care	1,595	2,212	617	3,372	-1,160
r cent free	14.1	21.0	6.9	36.3	-15.3
r cent Negro	13.4	27.2	13.8	28.3	-1.1
tients discharged (newborn exc.)	1,582	949	-633	852	97
erage days stay (newborn excluded)	6.3	10.4	4.1	10.2	.2
orn infants (stillborn excluded).	245	105	-140	99	6
orn days of care	1,318	658	-660	636	22
born per day	3.6	1.8	-1.8	1.7	.1
off in-patient service	$ 48,708	$ 46,396	$-2,312	$ 41,270	$ 5,126

2 compared with 1941 **Excluding Interest, Rent, Taxes, and Depreciation

* * * * * * * *

emarle Hospital, Albemarle
n Fitzgerald Hospital, Monroe
County Hospital, Sanford
ion General Hospital, Marion
rott Hospital, Kinston
dolph Hospital, Asheboro
Saint Luke's Hospital, New Bern
Wilkes Hospital, North Wilkesboro
Yadkin Hospital, Albemarle
Byerly Hospital, Hartsville
Marion Sims Memorial Hospital, Lancaster
Marlboro County Hospital, Bennettsville
Pryor Hospital, Chester

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF NOVEMBER, 1944

$4,825.22	Actual Balance, Oct. 31
3,279.58	Receipts, Nov.
$8,104.80	Total
4,228.99	Disbursements, Nov.
$3,875.92	Actual Balance, Nov. 30th
1,101.71	Checks out
$4,977.63	Bank Balance, Nov. 30th

BIRTHS: 14

DEATHS: 0

Carried over	17	
Admitted	85	102
Discharged		75
Remaining		27

Full Pay Patients Discharged	67
Part Pay Patients Discharged	0
Free Pay Patients Discharged	8
Total No Patients Discharged	75

Full Pay Days	625
Part Pay Days	0
Free Pay Days	130
Total No Days	755

J. Tiert

A5396

November 15, 1944. Trustees met this November 15, 1944, in Nurses Home, the following members present: Messrs. C. J. Reel, J. H. Bright, G. F. Hill, S. G. Etheridge, R. L. Parker, J. J. Hughes and J. H. Hall. Meeting was held in connection with the Medical Staff to hear Dr. W. S. Rankin of the Duke Foundation.

Motion carried that
be approved.

December 12, 1944. Trustees met this December 12, 1944, in the Nurses Home, the following members present: Messrs. R. L. Parker, Noah Burfoot, J. H. Hall, C. J. Reel and G. F. Hill. Mr. Louis S. Worsley, Gen. Admr. and Mr. W. H. Smith, engineer in charge of construction, were also present.

1. Minutes read and approved.
2. Treas. reports read and accepted as attached.

3. Upon statement of chairman that he will not be re-appointed to Board of Trustees at the expiration of his term in January, motion made and carried that he, Rev. Geo. F. Hill, be chairman of Building Committee of one and ~~on~~ and after January first, 1945 ~~of Board of Trustees~~, be empowered to handle all matters and execute all ~~papers~~ necessary papers in connection with Project NC 31-209, ~~just as he has been doing as Chairman of the Board.~~ as "Chairman of said Bldg. Comm."

4. Motion made that a committee of Noah Burfoot and C. J. Reel see the Public Utility Board regarding electric and water rates, seeking to secure lesser expense for same.

5. Motion carried that an extention of time for completion of work to February 15th, 1945, be granted to Rowe & Coward and J. & H. Electric Co.

6. Motion carried that Chairman, G. F. Hill, be authorized and empowered to execute any and all change orders as approved by the architect, Alfred M. Lublin.

7. Upon recommendation of the Gen. Admr., Louis S. Worsley, motion carried that the Hospital become a member of the Chamber of Commerce at a cost of $2.00 per month.

8. Motion duly made and passed that we accept the bid of the Hospital Equipment Co., 95 Madison Ave., New York, NY, for furniture and furnishings to the amount of $1,959.90, on items numbers 38, 39, 40, 41, 61, 64, 65, 67, 71, 72, 73 and 74.

9. Motion duly made and passed that we accept the bid of Flowers School Equipment Co., 327 West Main St., Richmond, Va., for furniture and furnishings to the amount of $810.32, divided as follows:

Sun Room Furniture ..... $ 285.28
Window shades ..... 525.04, being items numbers 42, 43, 44, 45, 46 and 77.

10. Motion passed that the General Administrator, Louis S. Worsley, be and hereby is authorized and empowered to sign for any and all alcohol and narcotics bought for hospital use.

11. Motion carried that we associate ourselves as a member of the EMIC plan.

12. Motion carried that Chairman G. F. Hill is authorized and empowered to enter a contract with J & H. Electric Co. for the hospital for wiring for the telephone outlets when approved by the architect, Alfred M. Lublin or the engineer, Mr. W. H. Smith.

13. Motion carried that the Chairman, G. F. Hill, be authorized and empowered to make contract with the local telephone company for installation of telephone switch-baodr and equipment.

14. Motion carried that Mr. C. J. Reel be and is hereby authorized and empowered to sell the old boilers and equipment appertaining thereto for whatever price he can get without reporting further to the Board, except notice to the Chairman of price in order to get permission for sale from the Federal Works Agency.

15. Motion carried that Mr. J. H. Hall study the present Constitution and By-Laws of the Hospital and at the next meeting of the Board to report on same, offering any suggestions for changes he may think best.

16. Motion carried that attached list of rates of hospital rooms and services be approved and in force upon descretion of the General Administrator.

17. Motion carried that with the approval of the Duke Foundation the General Administrator may set up any system of books he thinks best for the hospital.

18. Motion carried that Christmas gifts be made to the hospital personnel amounting in total from $250.00 to $300.00 with Mr. Worsley and Mr. Hill making up the schedule.

No further business meeting adjourned.

C. J. Reel, Secy.

THE DUKE ENDOWMENT
1943 HOSPITAL COST AND SERVICE COMPARISONS

WHITE AND NEGRO GENERAL HOSPITALS WITHOUT SCHOOLS OF NURSING
AVERAGING BETWEEN 25 AND 35 PATIENTS PER DAY

Albemarle Hospital, Elizabeth City

RATING EXPENSES CLASSIFIED	#Average Fourteen Hospitals	This Hospital 1943	Plus or - Minus	This Hospital 1942	*Plus or - Minus
	PER PATIENT PER DAY AVERAGES				
dministration					
aries, Supplies, Miscellaneous . .	$ .48	$ .32	$ -.16	$ .47	$ -.15
ietary	1.36	1.47	.11	1.15	.32
d	1.05	1.05		.95	.10
aries, Supplies, Miscellaneous . .	.31	.42	.11	.20	.22
ilding and Property	1.07	1.13	.06	1.09	.04
ndry	.24	.19	-.05	.25	-.06
sekeeping	.24	.38	.14	.28	.10
t (Operation:					
el, Power, Ice, and Water	.30	.35	.05	.40	-.05
alaries, Supplies, Miscellaneous .	.29	.21	-.08	.16	.05
ofessional Services	2.36	2.11	-.25	2.00	.11
dical and Surgical	.49	.82	.33	.71	.11
macy and Drugs	.24	.18	-.06	.16	.02
sing Service	1.43	.95	-.48	.94	.01
y and Radium	.09	.09		.11	-.02
oratory	.11	.07	-.04	.08	-.01
DAILY PER CAPITA COST	$ 5.27	$ 5.03	$ -.24	$ 4.71	$ .32
s (for patients	53	48	-5	48	
ients per day (newborn excluded) .	32.0	32.6	.6	27.0	5.6
er cent of beds occupied	60.4	67.9	7.5	56.3	11.6
loyees on in-patient service . . .	34	27	-7	24	3
ployees per patient per day . . .	1.1	.8	-.3	.9	-.1
s of care (newborn included) . . .	13,390	12,905	-485	10,511	2,394
ree days of care	1,599	1,491	-108	2,212	-721
er cent free	11.9	11.6	-.3	21.0	-9.4
er cent Negro	13.7	31.4	17.7	27.2	4.2
patients discharged (newborn exc.)	1,781	1,115	-666	949	166
erage days stay (newborn excluded)	6.6	10.7	4.1	10.4	.3
born infants (stillborn excluded).	297	157	-140	105	52
born days of care	1,720	999	-721	658	341
wborn per day	4.7	2.7	-2.0	1.8	.9
s of in-patient service	$ 61,863	$ 59,885	$-1,978	$ 46,396	$13,489

1943 compared with 1942.
Excluding Interest, Rent, Taxes, and Depreciation.

* * * * * * * *

Albemarle Hospital, Elizabeth City
Columbus County Hospital, Whiteville
Greecombe General Hospital, Tarboro
Ellen Fitzgerald Hospital, Monroe
Haywood County Hospital, Waynesville
High Chatham Memorial Hospital, Elkin
Lee County Hospital, Sanford
Parrott Hospital, Kinston
Pitt General Hospital, Greenville
Randolph Hospital, Asheboro
Stanly General Hospital, Albemarle
Wilkes Hospital, North Wilkesboro
Marion Sims Memorial Hospital, Lancaster
Pryor Hospital, Chester

THE DUKE ENDOWMENT
1942 PERSONNEL COMPARISONS

WHITE AND NEGRO GENERAL HOSPITALS WITHOUT SCHOOLS OF NURSING
AVERAGING BETWEEN 25 AND 30 PATIENTS PER DAY

Albemarle Hospital, Elizabeth City

IN-PATIENT PERSONNEL CLASSIFICATION	AVERAGE IN-PATIENT EMPLOYEES				
	#Average Thirteen Hospitals	This Hospital 1942	Plus or - Minus	This Hospital 1941	*Plus or - Minus
Administration					
Administrator and Assistants	1	1			
Bookkeepers and Accountants	1	1		1	
Clerks, Stenographers, Other	1		-1	1	
Dietary					
Dietitian and Assistants	1		-1		
Cooks, Waiters, Helpers	4	4		7	-3
Laundry					
Plant Operation					
Housekeepers, Maids, Helpers	2	3	1	6	-3
Engineers, Firemen, Other	1		-1		
Medical and Surgical					
Interns and Residents			-1	1	-1
Record Librarians and Other	1	1	1	1	
Anesthetists					
Pharmacy and Drugs					
Nursing Service and Education					
Supt., Supervisors, Instructors	2		-2		
General Duty Nurses	9	8	-1	6	2
Student Nurses				9	-4
Attendants, Orderlies, Other	6	5	-1		
X-ray and Radium					
Radiologist		1	1		1
Technicians and Helpers					
Laboratory					
Pathologists			-1		
Technicians and Helpers	1			32	-8
Total	30	24	-6	1.4	-.5
AVERAGE PER IN-PATIENT PER DAY	1.1	.9	-.2		

*1942 compared with 1941.

* * * * * * * *

Albemarle Hospital (27), Elizabeth City
Allen Fitzgerald Hospital (26), Monroe
Lee County Hospital (29), Sanford
Marion General Hospital (26), Marion
Parrott Hospital (27), Kinston
Randolph Hospital (27), Asheboro
Saint Luke's Hospital (29), New Bern
Wilkes Hospital (27), North Wilkesboro
Yadkin Hospital (26), Albemarle
Byerly Hospital (29), Hartsville
Marion Sims Memorial Hospital (26), Lancaster
Pryor Hospital (28), Chester
Marlboro County General Hospital (29), Bennettsville

Suggested Room Numbers and Rates for Albemarle Hospital as of December 1,1944

Ward A- First Floor for Colored, Medical, Surgical & Obstetrical Patients

Room Number	Beds Per Room	Rate Per Bed
100	6	$3.00
101	6	3.00
102	4	3.50
103	2	4.00
104	2	4.00
105	4	3.50

Ward B-Second Floor for White Medical & Surgical Patients

Room Number	Beds Per Room	Rate Per Bed
200	2	~~$4.50~~ 5.00
201	2	~~4.50~~ 5.00
202	1	7.00
203	4	3.50
204	1	7.00
205	4	3.50
206	1	7.00
207	1	6.00
208	4	3.50
209	1	6.00
210	1	5.00
211	1	6.00
212	1	6.00
213	2	4.50
214	4	3.50

Ward C-Third Floor for White Surgical Patients

Room Number	Beds Per Room	Rate Per Bed
300	2	~~$4.50~~ 5.00
301	2	~~4.50~~ 5.00
302	1	7.00
303	4	3.50
304	1	7.00
305	4	3.50
306	1	7.00
307	1	5.00
308	4	3.50
309	1	6.00
310	1	5.00
311	2	4.50
312	1	6.00
313	1	6.00
314	1	7.00
315	1	7.00

Ward D- Fourth Floor for White Obstetrical and Pediatric patients

Room Number	Beds Per Room	Rate Per Bed
400	2	~~4.50~~ 5.00
401	1	~~4.50~~ 5.00
402	4	7.00
403	1	3.50
404	1	7.00
406	4	7.00
408		3.50

Average cost per bed ----- $4.25

Suggested change of rate on laboratory fees as of November 21,1944

*TEST	Present Rate	Suggested Rate
Autogenous Vaccine		1.00
Basal Metabolism	2.00	2.50
Hemoglobin	3.00	1.00
Red Cell Count	3.00	1.00
White Cell Count	2.00	1.00
Differential	3.00	1.00
Malaria		1.00
Platelet Count		1.00
Reticulocyte Count	2.00	1.00
Coagulation Time		1.00
Bleeding Time		1.00
Sedimentation Rate		1.00
Fragility Test		1.00
Non Protein Nitrogen	5.00	2.50
Urea Nitrogen	5.00	1.00
Creatinine	5.00	1.00
Uric Acid	5.00	1.00
Sugar	5.00	1.00
Chlorides		1.00
Calcium		2.50
Phosphorus		2.50
Carbon Dioxide		1.00
Van Den Bergh	3.00	1.00
Icterus Index		1.00
Wasserman and Or Kahn	5.00	1.00
Blood Match	6.00	1.00
Sugar Tolerance		1.00
Culture	5.00	1.00
Widal	5.00	1.00
Electrocardiogram		5.00
Feces		1.00
Gastric Analysis	5.00	2.50
Smear	2.00	1.00
Spinal Fluid		2.00
Sputum	2.00	1.00
Tissue		1.00 or cost
Sulfa Determination		1.00
Urine Culture		1.00
Quantitave Examination	3.00	1.00
Urinalysis	1.00	1.00
Renal Function Test		

ROUTINE LABORATORY: RED CELL COUNT, WHITE CELL COUNT, HEMOGLOBIN, DIFFERENTIAL, URINALYSIS, AND KAHN

I would suggest that these rates go in effect only upon the condition that routine laboratory is given to all patients admitted regardless as to diagnosis.

Suggested Change Of Rates on X-Rays As Of November 21,1944

X-Ray	Present Rate	Suggested Rate
Abdomen		6.00
Ankle Joint 2 Views	10.00	5.00
Chest Single View	15.00	6.00
Chest Stereoscopic View	30.00	7.50
Clavicle	10.00	5.00
Colon Barium Eneam		7.50
Coccyx		6.00
Elbow 2 Views	10.00	5.00
Femur-2 Views	10.00	6.00
Fluoroscopy		2.50
Fingers (Hand)	7.50	5.00
Foot	7.50	5.00
Gall Bladder	15.00	7.50
Gastro-Intestional	15.00	10.00
Gastro-Intestional & Gall Bladder		12.50
Heart		6.00
Hip	10.00	6.00
Stereo Hip	15.00	7.50
Humerus	10.00	6.00
Ileal Study		7.50
Jaw	15.00	6.00
Kidneys,Ureters & Bladder	40.00	7.50
KidneysmUreters & Bladder with Pyelogram		10.00
Knee	10.00	5.00
Mastoid		7.50
Pelvis	10.00	6.00
Stereo Pelvis		7.50
Pyelogram		6.00
Radius & Ulna	7.50	5.00
Ribs-Single View	10.00	6.00
Shoulder-Single View	10.00	6.00
Stereo Shoulder	15.00	7.50
Skull	10.00	6.00
Sinuses		5.00
Spine-Complete	15.00	10.00
Sternum		6.00
Stomach	10.00	7.50
Tibia & Fibula	10.00	6.00
Teeth		5.00
Tooth		3.00
Thumb		3.00
Toes		3.00
Wrist	7.50	4.00

Suggested rate for Operating Room, Drugs and Dressing.

Major Operating Room	$10.00
Minor Operating Room	5.00
Delivery Room	15.00
Body Cast	10.00
Femur (hip to toe)	7.50
Small Cast	5.00
Sutures (each)	.50

Anaesthesia;

Ether	10.00
Spinal	10.00
Sod Pen	7.50
Avertin	5.00
Novocain	2.50

DRUGS & DRESSING & Misc

Glucose	2.50
Penicillian	5.00
Plasma	25.00
Routine Drugs & Dressing	.75 Per Day
Private Duty Nurses Board(Day)	1.00
Private Duty Nurses Board(Night)	.75
Baby Identification Beads	.75

FINANCIAL REPORT OF January 23, 1945 of
Construction of Project NC 31-209

RECEIPTS:		
From Government	$ 221,700.00	
From City	10,000.00	
From County	10,000.00	
From Hospital	10,000.00	
From sale of boilers	300.00	
Total receipts		252,000.00
DISBURSEMENTS:		
Rowe & Coward	30,732.66	
J & H Electric	7,428.96	
Gallimore	140,304.82	
Architect	15,189.28	
Miscellaneous	34.63	
Insurance- Little	1,085.38	
Total disbursements		194,775.73
Bal. cash on hand 1/23/45 ...		$ 57,224.27

Geo. F. Hill.

A5396

January 23, 1945. Board of Trustees met in Nurses Home this ~~December~~ 23, 1945, the following members present: Messrs: J. H. Hall, C. J. Reel, R. L. Parker, J. J. Hughes, Geo. F. Hill; General Administrator Louis S. Worsley was also present.

1. Minutes read and approved.

2. The chairman reported that Mr. C. J. Reel had sold the old boilers for $300.00 and said amount had been deposited in project account, after approval by F.W.A.

3. Mr. J. H. Hall reported that he had studied the Constitution and By-Laws of the Hospital and would report further after consultation with Mr. Hill and Mr. Worsley.

4. Committee of Burfoot and Reel was continued in order that they might seek to have electric rates lowered.

5. Chairman read financial report as of present date on Project NC 31-209. Attached.

6. Chairman read complete financial report showing all contracts for work and equipment to complete the project against total appropriations which showed that there would be a deficit of around $15,000.00. He mentioned that Mr. Lublin, architect, Mr. Worsley, Mr. Smith, construction engineer, and he would go to Richmond to ask the F. W. A. for an additional appropriation to cover this deficit.

7. Motion duly made and carried that the following items of equipment and work be approved subject to the approval of the F. W. A. and money available to take care of their costs:

a. Changing windows to doors in third floor of Nurses Home - $179.98
b. Surgical, operating, and obstetrical and laboratory specifications as made out by Mr. Worsley.
c. Building fire escape to third floor of Nurses Home - $375.00
d. Purchase of water coolers for four floors - $780.00
e. Doctors In & Out Register - $418.60
f. Doctors Paging System - $2,290.00
g. Four electric refrigerators - $758.00
h. Telephone wiring - $530.73
i. Telephone installation - $100.00
j. Running hot water line from medium-high pressure boiler to Nurses Home - $422.00
k. Purchase of linoleum for corridors in old building-

8. Mr. Barrow, 137-D, Enfield, appeared before the Trustees to explain the Red Comet fire extinguishers.

9. The chairman read report from R. W. Relyea, 234 Hartford Steam Boiler Insp. & Ins. Co. on insurance. No action taken.

10. Motion duly made and carried that we approve substitution of wood chairs for steel chairs at a reduction of $3.00 each in contract with Hospital Equipment Co., and

request the F. W. A. for approval of same.

11. Motion duly made and carried that we approve the deletion of 16 dozen bed spreads from purchase order from Carolina Textile Products Company in account of their inability to furnish same, and approve their purchase from John W. Fillman Company at $2.76 each, and ~~ask~~ request the approval for same from the F. W. A.

By Stearns Co.

12. Motion duly made and carried that we approve the substitution of a Blakeslee Mixer at an additional cost of $78.00 for the READCO mixer, and request the F. W. A. for approval.

13. Motion passed that bill for $95.29 be approved for payment to L. B. Gallimore for cement work in the bath rooms in the Nurses Home.

No further business meeting adjourned.

C. J. Reel, Secy.

February 13, 1945
Board of Trustees of the Albemarle Hospital met this February 13, 1945, in Nurses Home, the following members present: Messrs. C. W. Ward, C. J. Reel, S. G. Etheridge, J. J. Hughes, J. H. Hall, G. F. Hill, and ~~axxx~~ General Administrator L. S. Worsley, and Mr. W. H. Smith, Construction Engineer, were also present.

1. Minutes read and approved.

2. Motion carried that election of Chairman and Vice Chairman be deferred.

3. Motion carried that General Administrator L. S. Worsley, be and is hereby elected Clerk to the Board.

4. The Chairman reported that the City Aldermen and the County Commissioners have appropriated $10,000 each toward the completion of the hospital and $2,500 each on running expenses.

5. ~~Xxx~~ The Chairman reported that he had sent out bid forms for refrigerators and water coolers to be opened February 20th.

6. The Chairman reported that he had sent out bid forms for furnishing screens for the whole hospital. This work was greated aided by Mr. W. H. Smith in drawing up the schedule of sizes, and construction.

7. The Chairman reported that bids for surgical, laboratory and miscellaneous items were opened at 2 P.M. at the architect's office in Norfolk, February 13th, 1945, but no bids accepted until further study.

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF JANUARY, 1945

$ 272.16	Actual Balance, Dec. 31, 1944
5,269.64	Receipts, Jan.
$5,541.80	Total
5,173.93	Disbursements, Jan.
$ 367.87	Actual Balance, Jan. 31
1,873.29	Checks Out
$2,241.16	Bank Balance, Jan. 31

BIRTHS 14

DEATHS 2

Carried Over	21	
Admitted	88	109
Discharged		75
Remaining		34

Full Pay Days	743
Part Pay Days	31
Free Pay Days	167
Total No Days	941

Full Pay Patients Discharged	65
Part Pay Patients Discharged	0
Free Pay Patients Discharged	10
Total No Patients Discharged	75

F. Tillett

Equipment & Supplies Purchased and to be purchased for Albemarle Hosp.

Equipment & Supplies Purchased;

Mills Hospital Supply	Mattresses	$198.00
Mills Hospital Supply	Cabinets	492.00
Cannon System Equip. Co.	Bookkeeping	148.30
Cannon System Equip Co.	Bookkeeping	278.10
Drinkwater Inc.	Utility Truck	56.00
Ohio Chemical Co.	Gas Machine	570.00
Straus Co.,	Ice Breaker	49.30
Straus Co.,	Potatoe Peeler	220.00
Straus Co.,	Mixer	280.00
J. & H. Electric	Telephone Wire	350.00
Rowe & Coward	Hot Water	422.00
Sonneborn Co.,	Cement Hardner	40.00
Ezekiel & Weilman	China	136.55
Hooper Bros	Desk	35.00
Hospital Equipment	Misc Equipment	1,570.02
Powers & Anderson	Misc Equipment	977.15
A. S. Aloe	Misc Equipment	2,000.55
Total equipment purchased		$7,902.37

Equipment to be purchased;

Gallimore	Painting	$1,545.00
[illegible] Colord	Water Coolers	715.00
	Doctors Call	900.00
	Doctors In & Out	400.00
	Linolium	900.00
	Orthopedic table	825.00
	Oxygen Tent	570.00
	Tray Trucks	650.00
	Autopsy Table	165.00
	Or. Table replace	500.00
	Grounds	1,000.00
Total Estimated to be purchased		$8,168.00

$8,168.00

$16,070.37

L. B. GALLIMORE

GENERAL CONTRACTOR

GREENSBORO, N. C.

February 7, 1945

Reverend Geo. F. Hill
303 W. Church Street
Elizabeth City, N.C.

RE:Albemarle Hospital Add'n.
Elizabeth City, N.C.

Dear Sir:

Please consider this letter our full consent to occupy any and all of the new building that we built for you under the above mentioned contract. It is understood that in doing so our obligation regarding unfinished items or work that proves defective will in no be effected.

It is further understood however that we will not be responsible for normal wear and tear and any other damaged occasioned by hospital usage.

It is further understood that the occupancy of the building in question in no way effects the original contract executed for the work in question.

Will you kindly sign one copy of this letter of consent and return to us at Box 117, Greensboro, N.C.

Yours truly,

L.B. Gallimore, Contr.

BY: A J Hewett.

cc/ Mr. Lublin
cc/ Mr. Smith
cc/ F.W.A. (two copies)
cc/ Hospital
cc/ Gr.
cc/ Job

Consent Accepted:_____

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF FEBRUARY, 1945

$ 367.87	Actual Balance, Jan. 31
6,989.31	Receipts, Feb.
$7,357.18	Total
5,724.58	Disbursements, Feb,
$1,632.60	Actual Balance, Feb. 28
848.47	Checks Out
$2,481.07	Bank Balance, Feb. 28

BIRTHS 13 (1 Still Born)

DEATHS 3 (1 Still Born)

Carried Over	34	
Admitted	89	123
Discharged		80
Remaining		43

Full Pay Days	990
Part Pay Days	58
Free Pay Days	74
Total No Days	1122

Full Pay Patients Discharged	70
Part Pay Patients Discharged	0
Free Pay Patients Discharged	10
Total No Patients Discharged	80

J. Tillett

8. Mr. Reel reported for his committee that he had seen a member of the Utility Board and that the hospital was now given a 50% reduction in its electric bills.

9. The Chairman reported that the following bids were let:
   A. Changing windows to doors for fire escape on third floor of the nurses home for $179.98.
   B. Building fire escape to the third floor of nurses home for $375.00.
   C. Wiring for telephone system for $530.00.
   D. Running hot water line to the nurses home for $422.00.

10. The chairman reported that three items from Stearnes Company contract had been cancelled, amounting to $918.00, and that we were seeking these items for less cost. The Chairman reported also that the thermostat from the coffee urns had also been cancelled at a saving of $16.50.

11. Mr. Hall reported that he was in correspondance with Congressman Herbert Bonner relative to the unpaid account of the Pendleton boy.

12. Motion carried that the Chairman appoint a committee of three to meet monthly with the Medical Staff and that we invite their Executive Committee to meet monthly with this Board. The Chairman appointed J. J. Hughes, J. H. Hall and C. W. Ward as the committee from this Board to meet with the Medical Staff. Mr. Worsley was also asked to attend with this committee.

13. Motion passed that the Chairman be authorized to sign attached relief for occupancy of south wing, subject to the approval of the architect.

meeting
No further business/adjourned after refreshments served by Mrs. Shepard.

L. S. Worsley, Clerk.

March 20, 1945
Board of Trustees of the Albemarle Hospital met this March 20, 1945, in Nurses Home, the following members present: Messrs. C. J. Reel, J. J. Hughes, J. H. Hall, G. F. Hill and General Administrator L. S. Worsley, were also present.

1. Minutes read and approved.

2. The chairman read the Financial Statement on the Building Fund. Showing balance on hand of Federal Funds of $45,017.77 and balance on hand of Hospital Construction Funds of $9,243.58.

3. The chairman reported on the trip he and the General Administrator made to Norfolk to make a survey of Doctors Call System and Doctors In and Out Register. They visited every hospital in Norfolk and Portsmouth. The chairman reported that they could purchase a

suitable Doctors Call System much cheaper than the Original Quotation.

4. The chairman discussed items which has been denied by the Federal Works Agency. They refused to accept the Electric Water Coolers, also the linolium for the old building on the second, third and fourth floors. The chairman stated that the Federal Works Agency was most anxious to close their account with us and he is going to suggest that they accept for Payment from their funds certain Operating Room and Miscellaneous Equipment which has already been shipped.

5. The General Administrator made a report on the Per Capita Cost of operating the hospital for 1944. He reported that the total Patient Days for 1944 was 11,064 not including newborns and the total operating expense was $73,433.98 making a Daily Per Capita Cost of $6.64. The General Administrator suggested that we bill for all charity patients on the same schedule as we bill the Federal Government on E. M. I. C. Patients which is our Per Capita Cost, plus 10% for Depreciation of Building and Equipment, less 15% to reduce the cost to Ward Rates, Less $1.00 per day Duke Endowment. Motion carried that we adopt these rates which will be $5.20 per day. The General Administrator was authorized to advise the local city and county and all counties who refer charity patients here of this change in rate to go in effect with all patients admitted on and after April 1, 1945.

6. Motion carried that we extend the time of the building contractors.

No further business meeting adjourned.

L. S. Worsley, Clerk

May 8, 1945
Board of Trustees of the Albemarle Hospital met this May 8, 1945, in Nurses Home, the following members present: Messrs. C. J. Reel, Noah Burbot, Jerry Hughes, S. J. Parker, G. F. Hill, Sidney Etheridge, Mr. C. W. Ward, Mr. G. R. Little, G. R. Little, Jr., Dr. W. H. C. White, and General Administrator L. S. Worsley were also Present.

1. Minutes read and approved.

2. Mr. G. R. Little suggested that the trustees set an amount of insurance to be carried on the new building. Motion carried that the contractors continue the insurance on the new building for 90 days and the amount of insurance to be carried on new building be postpaid until a later date.

3. Motion carried that General Administrator take inventory of furniture in Nurses Home and report the valuation to Mr. G. R. Little in order that same can be insured.

4. Motion carried that we extend the time of all contractors to June 1st.

5. Dr. White talked in behalf of the medical staff. He stated his views on the hospital stating that he was very much pleased with the Professional Operations and explained that in his opinion a hospital was not supposed to make money.

Albemarle Hospital

Incorporated

Elizabeth City, N. C.

REPORT FOR MONTH OF MARCH, 1945

$ 1,632.60	Actual Balance February 28
9,170.56	Receipts for March
10,803.16	Total
8,216.37	Disbursements for March
2,586.79	Actual Balance March 31
908.01	Checks Outstanding
$ 3,494.80	Bank Balance March 31

BIRTHS 8

DEATHS 1

Full Pay Days	1310
Part Pay Days	31
Free Pay Days	150
Total No Days	1491

Full Pay Patients Discharged	102
Part Pay Patients Discharged	0
Free Pay Patients Discharged	7
Total No Patients Discharged	109

Carried Over	43	
Admitted	125	168
Discharged		109
Remaining		59

PROJECT NC 31-209 FEDERAL WORKS AGENCY
Financial statement as of March 20, 1945

Total receipts		$ 252,000.00
DISBURSEMENTS:		
Architect	15,189.28	
Miscl.	38.63	
Insurance	1,165.88	
Rowe & Coward	31,893.84	
J & H Electric	8,630.64	
Gallimore	147,687.00	
Rhodes	477.79	
Fillman	91.00	
Carolina Absorbent	380.82	
Carolina Textile	137.20	
Mills Hospital Supply	290.15	
Total disbursements		205,982.23
Balance cash on hand		$ 46,017.77

CONSTRUCTION ACCOUNT ALBEMARLE HOSPITAL
Financial statement as of March 20, 1945

RECEIPTS:		
From County	$ 10,000.00	
From Sale of oil	321.13	
Jr. Woman's Club	104.00	
Total receipts		$ 10,425.13

DISBURSEMENTS:		
J & H Electric	350.00	
Rowe & Coward	422.00	
Sonneborn	40.00	
Ezekiel & Weilman	136.55	
Mills Hospital Supply	198.00	
Hooper Bros	35.00	
Total disbursements		1,181.55
Balance cash on hand		$ 9,243.58

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF APRIL, 1945

$ 2,576.90	Actual Balance March 31
11,088.96	Receipts for April
13,665.86	Total
10,214.97	Disbursements for April
3,450.89	Actual Balance April 30
1,626.87	Checks Outstanding
$ 5,077.76	Bank Balance April 30

BIRTHS 12

DEATHS 2

Full Pay Days	1384
Part Pay Days	10
Free Pay Days	102
	1496

Full Pay Patients Discharged	113
Part Pay Patients Discharged	1
Free Pay Patients Discharged	12
	126

Carried Over	59	
Admitted	117	176
Discharged		126
Remaining		50

FINANCIAL STATEMENT AS OF May 8, 1945

HOSPITAL BUILDING ACCOUNT

CEIPTS:		
City		$ 10,000.00
County		10,000.00
Sale of oil		321.13
Jr. Woman's Club		104.00
Money appropriated		20,425.13
penditures:		
Paid: J & H Electric		350.00
Rowe & Coward		422.00
Sonneborn Sons		40.00
Ezekiel & Weilman		136.55
Mills Hospital Supply		198.00
Hooper Bros.		35.00
Sanders Co.		35.51
American Sterilizer Co.		96.53
Drinkwater Co.		53.90
	1,367.29	
Obligated: J & H Electric Co.		806.29
Powers & Anderson		863.25
Cannon System		286.70
Compressed gas Co.		90.00
Perry Paint Co.		125.80
Hospital Equipment Co.		675.12
" "		180.00
Continental Hosp. Service Co.		585.00
Ohio Chemical Mfg. Co.		570.00
Powers & Anderson		186.40
Aloe		1,117.52
Ster. Co., operating table		226.00
Misc. material (G)		1,581.61
Window screens for old building, est.		500.00
Hardware for screens		77.61
Refrigerators		513.00
Water Coolers		680.00
*Orthopedic table		825.00
*Tray trucks		626.00
*Autopsy table		350.00
Oxygen tanks		311.00
Linoleum for old building		1,255.00
Painting halls by contract		650.00
Potato peeler		220.00
Mixer		280.00
Gallimore, cold storage work		164.10
Rowe & Coward est.		71.50
*Paint		200.00
		15,384.19
		498.68
* Weatherstripping in old building		1,633.00
* Ice making machine		395.00
* Multilith printer		$ 17,910.87

(Plastering fourth floor not estimated)

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

Patients days and deaths from December 1943 through April, 1945

Date	Patient Days	Deaths
Dec. 1943	895	
Jan. 1944	1004	11
Feb. 1944	1142	4
Mar. 1944	1107	5
June. 1944	911	6
July 1944	768	5
Sept.	625	11
Oct.	608	2
Nov	755	6
Jan 1945	941	0
Feb.	1122	2
Mar.	1491	3
Apr	1496	1
		2

Total expense for quarter ending April 30, 1945	$29,330.36
Total patient days for quarter ending April 30	5050
Average patient cost per day for quarter ending Apr. 30, 45	5.80
Average patient cost per day 86 North Carolina Hospitals for 1943	4.98

DEATHS

Percentage of deaths for 1944	5.06%
Percentage of deaths for quarter ending 4/30/45	2.05%
Average percentage of deaths for 1943 on 131 Hospitals in North & South Carolina	3.72%

6. Discussion was brought up on the rates charged the local city and county on charity patients. No action taken.

7. The chairman reported that we had spent $217,042.44 of the F.W.A. Funds leaving a balance of $34,957.56 in the Fund.

8. Motion carried that we let contract for weatherstripping the doors and windows of old building and that the chairman not order any additional equipment until it is known that the hospital building fund would take care of it.

No further business meeting adjourned.

L. S. Worsley, Clerk

June 12, 1945

Board of Trustees of the Albemarle Hospital met this June 12, 1945, in the Nurses Home, The following members being present: Messrs. Jerry Hughes, C. W. Ward, S. J. Parker, G. F. Hill, Dr. F. H. Salters and General Administrator L. S. Worsley were also Present.

1. Minutes read and approved.

2. The chairman read the Financial Statement on the Building Fund. Showing a balance on hand of Federal Funds of $10,421.33 and balance on hand of Hospital Construction Funds of $4,157.91.

3. Motion carried that we pay any additional other than the $291,600.00 appropration out of the Hospital Construction Funds.

4. Motion carried that Jerry Hughes, Cecil Reel and L. S. Worsley make a survey on Insurance carried on The Hospital Buildings and Equipment and report at the next meeting the amount of Insurance they think should be carried.

5. Motion carried that time be extended until June 15th. on contract of L. B. Gallimore, Rowe & Coward and J. & H. Electric Co.

No further business meeting adjourned.

L. S. Worsley, Clerk

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF JUNE, 1945

$ 5,036.56	Actual Balance May 30th
9,417.85	Receipts for June
14,454.41	Total
9,310.58	Disbursements for June
5,143.83	Actual Balance June 30th
2,869.23	Checks Outstanding
$ 8,013.06	Bank Balance June 30th

BIRTHS	17
STILLBORN	1
DEATHS	2

Full Pay Days	1146
Part Pay Days	0
Free Pay Days	117
	1263

Full Pay Patients Discharged	149
Part Pay Patients Discharged	0
Free Pay Patients Discharged	3
	152

Carried Over	63	
Admitted	129	192
Discharged		152
Remaining		40

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF JULY, 1945

$ 5,143.83	Actual Balance June 30th
10,771.34	Receipts for July
15,915.17	Total
12,510.73	Disbursements for July
3,404.44	Actual Balance July 31st
6,202.01	Checks Outstanding
$ 9,606.45	Bank Balance July 31st

BIRTHS	11
STILLBORN	
DEATHS	7

Full Pay Days	1449	
Part Pay Days	0	
Free Pay Days	119	
	1568	
Full Pay Patients Discharged	140	
Part Pay Patients Discharged	0	
Free Pay Patients Discharged	4	
	144	
Carried Over	40	193
Admitted	153	144
Discharged		
Remaining		49

Albemarle Hospital

(Incorporated)

Elizabeth City, N. C.

REPORT FOR MONTH OF AUGUST, 1945

$ 3,404.44	Actual Balance July 31st
11,727.46	Receipts for August
15,131.90	Total
11,897.99	Disbursements for August
3,233.91	Actual Balance August 31st
8,079.07	Checks Outstanding
$ 11,312.98	Bank Balance August 31st

BIRTHS	17
STILLBORN	3
DEATHS	6

Full Pay Days	1647	
Part Pay Days	0	
Free Pay Days	301	
	1948	
Full Pay Patients Discharged		166
Part Pay Patients Discharged		0
Free Pay Patients Discharged		9
		175
Carried Over	49	
Admitted	188	237
Discharged		175
Remaining		62

Elizabeth City, N. C.
July 24,1945

Board Of Trustees of the Albemarle Hospital met this July 24,1945 in the hospital Library. The following members being present; Messrs Jerry Hughes, Noah Burfoot, G. F. Hill, S. J. Parker. Mr. Whitie White, Mr. Raleu and General Administrator L. S. Worsley were also present.

1) Talk on boiler insurance and inspection was made by Mr. Raleu.

20 The Chairman reported the balance on federal building fund as $13,518.56 and balance in the hospital construction fund of $1,237.96 with $10,000.00 due by the city.

30 In the abscence of a quorum no business was transacted.

L. S. Worsley, Clerk

Elizabeth City, N. C.
August 14, 1945

Board of Trustees of the Albemarle Hospital met this August 14, 1945 in the Hospital Library. The following members being present: Messrs. G. F. Hill, S. J. Parker, Cliff Ward, Cecil Reel and J. H. Hall, General Administrator L. S. Worsley was also present.

(1) The Chairman read a letter from the Federal Works Agency stating that they wanted to close the contract less $1,491.14 which represents equipment not delivered.

(2) Motion carried that extension of time be granted all contractors as per letter from Federal Works Agency.

(3) Motion carried that Local City and County Rates to be reduced from $5.20 per day to $2.50 per day. Thisrate to be retroactive to April 1, 1945.

(4) Motion carried that Mr. Worsley employ on a percentage basis Mr. Walter Cohoon to collect old unpaid accounts.

(5) Discussion was made as to the opening date of the hospital. No decision was made and it was decided to bring the matter up at the September meeting.

(6) Motion carried that the fire insurance to be carried on the hospital building to be as follows:

Old Building	50,000.00
New Building	50,000.00
Equipment Old Bldg.	20,000.00
Equipment New Bldg.	25,000.00
Total	145,000.00

Motion also carried that this insurance be allocated to all Insurance Companies in town.

No further business meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
September 25, 1945

Board of Trustees of the Albemarle Hospital met this September 25, 1945 in the Hospital Library. The following members being present: Messrs. R. L. Parker, Cecil Reel, Sid Etheridge, J. H. Bright, Charles Ward and G. F. Hill. General Administrator L. S. Worsley was also present.

(1) Finiancial statement read by Mr. Hill.

(2) Mr. Hill discussed the visit made by a representative of the Federal Works Agency in which he stated that they were anxious to close out the contract with the hospital.

(3) Motion made by Mr. Charles Ward and seconded by Mr. Cecil Reel that on Recommendation of the Architect, Alfred M. Lublin, the contracts listed below be accepted as completed according to the contracts as of June 15, 1945.

Contract #1, L. B. Gallimore, Greensboro, N. C.
Contract #2, Rower Coward, Jacksonville, N. C.
Contract #3, J. & H. Electric Co., Warsaw, N. C.
Contract #4, J. & H. Electric Co., Warsaw, N. C.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
November 20, 1945

Board of Trustees of the Albemarle Hospital met this November 20, 1945 in the Hospital Library. The following members being present: Messrs. Jerry Hughes, R. L. Parker, Noah Burfoot and G. F. Hill. General Administrator L. S. Worsley was also present.

(1) Finiancial statement read by Mr. Hill.

(2) Motion carried that the Medieum Pressure Boiler be insured against cracks and explosion.

No further busines, meeting adjourned.

L.S. Worsley, Clerk

5396

Elizabeth City, N. C.
January 29, 1946

Board of Trustees of the Albemarle Hospital met this January 29, 1946 in the Hospital Library. The following members being present: Messrs. Cecil Reel, Sid Etheridge, Jerry Hughes, G. F. Hill, J. H. Hall and Noah Burfoot. General Administrator L. S. Worsley was also present.

(1) Minutes read and approved.

(2) Treasury reports read and accepted as attached.

(3) The chairman reported that the ~~Financial~~ Finial Check was received from the Federal Woraks Agency and that all bills was paid with the exception of $3,337.50. Payment on these bills was withheld because of some discrepency in the account or that the merchandise had not been received. The chairman reported that after all bills are paid there will be a balance in the bank on the Construction Account of $161.77.

(4) ~~Mr. Hall~~ Board instructed the General Administrator to write Mr. I. P. Davis of Manteo advising him that the Trustees voted against giving him 10% commission on the collection of the Pendleton account which has been approved for payment by the Navy.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
February 26, 1946

Board of Trustee's of the Albemarle Hospital met this February 26, 1946 in the Hospital Library. The following members being present: Messrs. Cecil Reel, W. B. Foreman, Jerry Hughes, R. L. Parker, Noah Burfoot, G. F. Hill, and Charles Ward. General Administrator L. S. Worsley was also present.

(1) By motion passed the following officers were elected for the year 1946. Chairman--Mr. W. B. Foreman; Vice Chairman--Mr. J. H. Hall; Election of the Secretary, Treasurer was postponed until the next meeting. Mr. Hill was asked to continue to sign checks until the next meeting.

(2) Motion carried that Mr. Worsley and all office employees be bonded. A committee consisting of

Mr. Reel, Mr. Hughes and Mr. Worsley was appointed to purchase this bond and also to determine the amount of the bond for each employee.

(3) Mr. Worsley was authorized to submit a set of By-Laws to Mr. Hall for further study.

(4) Motion carried that Mr. Worsley write a letter to the Board of Alderman enclosing deed and other papers on a piece of property located on the waterfront between the Hospital and Carolina Ave. and to have their attorney search this title to determine if the property belongs to the hospital or Mrs. Will Gaither.

(5) Minutes read and approved.

(6) Motion carried that the hospital books be audited from January 1, 1945 to the time that the bonds were issued to the office employees.

(7) Mr. Hill was asked to transfer the $2,500.00 given by the county to offset deficit in 1944, to the hospital operating account.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
March 19, 1946

Board of Trustees of the Albemarle Hospital met this March 19, 1946 in the Hospital Library. The following members being present: Messrs. Jerry Hughes, Sid Etheridge, R. L. Parker, W. B. Foreman, J. H. Hall, Noah Burfoot, and Charles Ward. General Administrator L. S. Worsley was also present.

(1) The committee reported on the Purchase of Bonds for all office employees', stating that the Superintendent and Office Manager had been bonded for $5,000.00 each and the two office girls at $1,000.00 each.

(2) Mr. Hall stated that he would report on the progress on the By-Laws at the next meeting.

(3) Election of the Secretary and Treasurer was deferred until the next meeting.

A5396

NOTE: Correction made by Minuets of April 30, 1946

(4) Motion carried that the Office Manager be authorized to counter-sign all checks for the Treasurer and that the Chairman, Mr. W. B. Foreman be authorized to sign checks during the absence of Mr. Worsley or Mr. Isenhour.

(5) Minutes read and approved.

(6) A committee consisting of Mr. Hall, Mr. Etheridge and Mr. Ward was appointed to meet with the Medical Committee to decide on an appropiate memorial for Mr. Hill.

(7) Motion carried that the chairman be called for approval before making purchase of equipment.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
April 30, 1946

Board of Trustees of the Albemarle Hospital met this April 30, 1946 in the Hospital Library. The following members being present: Messrs W. B. Foreman, Sid Etheridge, R. L. Parker, Cecil Reel, J. H. Hall, Jerry Hughes, Charles Ward and Noah Burfoot. General Administrator L. S. Worsley was also present.

(1) Motion carried that the minutes of March 19, 1946 be approved as read with the following corrections:
   (1) All checks are to be signed by Mr. L. S. Worsley and countersigned by Mr. Vance Isenhour, and in the absence of either, the Chairman, Mr. W. B. Foreman is authorized to sign or countersign.
   (2) Motion carried that all purchase of equipment must be approved by the Chairman, Mr. W. B. Foreman.

(2) Monthly finiancial report read and Mr. Burfoot asked that the Accounts Receivable and Inventory be shown on all future reports.

(3) Motion carried that Dr. R. H. LeGrand and Dr. I. T. Blanchard be admitted as members of the Medical Staff of the Albemarle Hospital for sixty days subject to final action of the board at the next meeting. That the chairman name a committee of three to confer with a committee to be named by the Chief of the Medical Staff, and that our

committee report back at the next meeting.

(4) Mr. Hall reported for his committee on an appropriate memorial for Mr. G. F. Hill and it was decided that the best way to recognize his services was to name the West Wing of the hospital "The George Frank Hill Wing" and also to have a placque mounted on this wing in honor of his services. Also to have a joint meeting with the County Commissioners, Board of Alderman and the Civic Organizations to make this dedication. Funds for the Placque and a small gift to be raised by the Board of Trustees and the Medical Staff. Date for this dedication to be set later.

(5) Motion carried that the election of the Secretary and Treasurer to be postponed until the next meeting.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
May 28, 1946

Board of Trustees of the Albemarle Hospital met this May 28, 1946 in the Hospital Library. The following members being present: Messrs. W. B. Foreman, Cecil Reel, Charles Ward, R. L. Parker, Jerry Hughes, Sid Etheridge, Noah Burfoot, and J. H. Hall. General Administrator L. S. Worsley was also present.

(1) Minutes read and approved.

(2) Mr. Sid Etheridge reported for his committee about the two new doctors on the staff and advised that Dr. White has written for additional information concerning their qualifications.

(3) Motion carried that Mr. Worsley be authorized to buy a Fracture Bed in the amount of $196.00.

(4) Motion carried that Mr. Worsley be authorized to buy a Resuscitator in the amount of $358.00.

(5) Motion carried that Mr. Worsley be authorized to buy Surgical Instruments as needed up to $1,000.00.

No further business, meeting adjourned.

L. S. Worsley, Clerk

	Root (105)	5.00	6.00

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U. S. NAVAL AIR FACILITY, WEEKSVILLE
ELIZABETH CITY, NORTH CAROLINA

13 June, 1946.

Mr. Louis S. Worsley, Superintendent,
Albemarle Hospital,
Elizabeth City, North Carolina.

Dear Mr. Worsley;

I should like very much to be extended "courtesy privileges" at your hospital in caring for the Navy dependents from the Naval Air Facility here in Weeksville. For the past several months the Family Clinic here on the base has been without a nurse and, adequate staff, thereby prohibiting hospitalization of women and children.

I was graduated from the University of Virginia School of Medicine in June, 1942, completed my internship at the U. S. Naval Hospital, Portsmouth, Virginia in August, 1943. I am licensed to practice medicine and surgery in the state of Virginia.

Cases hospitalized would only include medical, minor surgical and an occasional obstetrical case. Major surgery and diseases of serious import would be referred to operating Navy Family Hospitals in Portsmouth or Norfolk, Virginia.

It would be greatly appreciated if you would take the matter up at the next regular meeting of your board and advise me of the outcome.

Sincerely,

Wm. E. Byrd

Wm. E. BYRD,
Lt. (MC) USN
Senior Medical Officer.

Elizabeth City, N. C.
June 18, 1946

Board of Trustees of the Albemade Hospital met this June 18, 1946 in the Hospital Library. The following members being present: Messrs. J. H. Hall, Noah Burfoot, W. B. Foreman, Jerry Hughes, Cecil Reel, and R. L. Parker. General Administrator L. S. Worsley was also present.

(1) Minutes read and approved.

(2) Motion carried that Dr. William E. Byrd be admitted to the Medical Staff with courtsey privileges subject to the approval of ~~U. S.~~ The Medical Staff.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
September 24, 1946

Board of Trustees of the Albemarle Hospital met this September 24, 1946 in the Hospital Library. The following members being present: Messrs. W. B. Foreman, J. H. Hall, Sid Etheridge, Cecil Reel, R. L. Parker and Charles Ward. Dr. Isaac Fearing and General Administrator L. S. Worsley were also present.

(1) Minutes read and approved.

(2) Motion carried that visitors to the Dedication of the West Wing to Mr. Hill be limited to the Hospital Board, Medical Staff, County Commissioners, Board of Aldermen and Mr. & Mrs. Hill, and the committee make all arrangements for this Dedication.

(3) Motion carried that we issue a binder increasing the Fire Insurance on the hospital building and equipment from $145,000.00 to $300,000.00 immediately.

(4) Motion carried that the following hospital rates be increased effective with all admissions on and after October 1, 1946.

FROM	FROM	TO
Six Bed Room	$ 3.00	$ 3.50
Four Bed Room	3.50	4.00
Room (LOW)	5.00	6.00

	FROM	TO
Operating Room (Major)	$ 10.00	$ 12.50
Operating Room (Minor)	5.00	7.50
Anesthesia (Major)	10.00	12.50
Anesthesia (Minor)	5.00	7.50
Delivery Room	15.00	20.00
Penicillin (100,000 units)	1.50	2.00

Upon the suggestion of ~~the Chairman~~ Mr. Hall, ~~No further business,~~ meeting adjourned, to Re-Convene Tuesday Evening October 1st, at 8:00 o'clock.

L. S. Worsley, Clerk

Elizabeth City, N. C.
October 1, 1946

Board of Trustees of the Albemarle Hospital met this October 1, 1946 in the Hospital Library. The following members being present: Messrs. W. B. Foreman, R. L. Parker, Jerry Hughes, Cecil Reel, Charles Ward, Sid Etheridge and Noah Burfoot. General Administrator L. S. Worsley was also present.

(1) Minutes read and approved.

(2) Motion carried that Dr. J. F. Weeks be appointed to the Medical Staff subject to the final action of a committee consisting of Mr. Sid Etheridge, John Hall and Charles Ward to confer with a committee to be named by the Chief of the Medical Staff.

(3) Motion carried that the Superintendent secure prices and other information of Electrically Heated Tray Trucks and purchase two of these trucks subject to the approval of the chairman.

No further business, meeting adjourned.

L. S. Worsley, Clerk

15396

Elizabeth City, N. C.
October 22, 1946

Board of Trustees of the Albemarle Hospital met this October 22, 1946 in the Hospital Library. The following members being present: Messrs. W. B. Foreman, R. L. Parker, Sid Etheridge, Jerry Hughes and Cecil Reel. Dr. W. H. C. White and General Administrator L. S. Worsley were also present.

(1) Minutes read and approved.

(2) Mr. Reel reported that Charles Ward had made arrangements with Mr. Sanders to make an appropiate placque for the Dedication of the West Wing of the Hospital to Mr. George F. Hill.

(3) Motion carried that the present committee consisting of Mr. J. H. Hall, Mr. Charles Ward and Mr. Sid Etheridge meet with the medical committee to determine the proper wording to be used on the Placque.

(4) Mr. Foreman ask that Dr. White relay his message requesting that the medical staff have their regular monthly meetings.

(5) Motion carried that the hospital pay their former technician, Mrs. Miriam Sawyer, two weeks vacation for the period from November 16, 1944 to November 16, 1945 and that Mrs. Sawyer would not be entitled to vacation pay for 1946 as she resigned prior to completing her years work.

No further business, meeting adjourned.

L. S. Worsley, Clerk

Elizabeth City, N. C.
November 19, 1946

Board of Trustees of the Albemarle Hospital met this November 19, 1946 in the Hospital Library. The following members being present: Messrs. W. B. Foreman, Jerry Hughes, Sid Etheridge, R. L. Parker, Cecil Reel, Charles Ward and J. H. Hall, General Administrator L. S. Worsley was also present.

(1) Minutes read and approved.

(2) Motion carried that Drs. R. H. LeGrand, I. T. Blanchard and J. F. Weeks be approved for admittance to the medical staff.

Meeting adjourned to Re-Convene, Wednesday evening, December 4, 1946 at 8:00 o'clock.

L. S. Worsley, Clerk

Elizabeth City, N. C.
December 4, 1946

A called meeting of the Board of Trustees was held in the Library Room of the hospital, Dec. 4, 1946, with the following members present: Mr. W. B. Foreman, Chairman, and Messrs. Etheridge, Hall, Parker and Ward.

(1) Minutes of previous meeting read and approved.

(2) The purpose of the meeting was to study and set up a system of By-Laws and regulations for the operation of the hospital.

(3) After considerable deliberation, the meeting adjourned to re-convene Wednesday evening, Dec.11, 1946 at 8:00 o'clock.

L. S. Worsley, Clerk

December 11, 1946
Elizabeth City, N. C.

Board of Trustees of the Albemarle Hospital met this December 11, 1946 in the Hospital Library. The following members being present; Messrs. W. B. Foreman, Sid Etheridge, J. H. Hall, Jerry Hughes and Charles Ward. General Administrator L. S. Worsley was also present.

(1) Motion carried that each white employee be given a check for $10.00 and all colored employees be given a check for $5.00 as a Christmas Present.

(2) A resolution was carried in the form of a motion authorizing Mr. Vance O. Isenhour's signature in the purchase of all Alcohol and Narcotics.

No further business, meeting adjourned.

L. S. Worsley, Clerk

A5396

Elizabeth City, N.C.
January 21, 1947

The regular monthly meeting of the Board of Trustees of Albemarle Hospital was held Tuesday evening, Jan. 21, 1947 at 8:00 o'clock in the hospital Library Room, with the following members present: Messrs. Cecil Reel, John H. Hall, R. L. Parker, Haywood Bright, Charles W. Ward, Noah Burfoot, and W. B. Foreman, Chairman presiding.

Dr. R. H. LeGrand representing the Medical Staff and V. O. Isenhour, Superintendent were also present.

The minutes of the meetings held Nov. 19th., Dec. 4th., and Dec. 11, 1946 were read.

(1) The following motion was made with reference to the meeting of Dec. 11, 1946, to be incorporated in the minutes of this meeting; "That the resignation of former Superintendent Louis S. Worsley was accepted effective Dec. 15, 1946, and a committee composed of Mr. S. G. Etheridge and Mr. W. B. Foreman, Chairman was appointed to employ a new Superintendent."

(2) Motion carried, and the minutes were declared approved.

(3) Motion was made and seconded that, The Board of Trustees approve the action of the committee appointed by them Dec. 11, 1946, in the employment of V. O. Isenhour as hospital Superintendent, on a monthly basis, effective Dec. 15, 1946 at a salary of $300.00 per month. Motion carried.

(4) Motion was made and seconded, authorizing F. J. Timberlake, Office Manager, to sign checks for the Treasurer, with V. O. Isenhour, Superintendent, and that Mr. W. B. Foreman, Chairman, is authorized to sign checks in the absence of either Mr. Isenhour or Mr. Timberlake.

(5) Motion carried, and the Superintendent was instructed to file a copy of same with the First & Citizens National Bank for their records.

After further study of the proposed by-laws and regulations for the hospital, the meeting adjourned.

V. O. Isenhour Supt.
V. O. Isenhour, Supt.

Elizabeth City, N. C.
Feb. 5, 1947

A called meeting of the Board of Trustees of The Albemarle Hospital, was held Wednesday evening Feb. 5, 1947 in the Library Room, at 8:00 o'clock, with the following members present: Messrs. John H. Hall, Cecil Reel, Sidney G. Etheridge, Jerry J. Hughes, Charles W. Ward, and Noah Burfoot. In the absence of the Chairman, the meeting was presided over by the Vice Chairman Mr. John H. Hall.

Mr. Hall stated briefly that the purpose of this meeting was to review recent applications for admission to the Medical Staff, in order to clarify a few questions that had arisen within the Board. All applications in question were found to be in order.

(1) Motion was made and duly seconded; That the Superintendent be authorized to employ the firm of Bundy & Moran to audit the hospital books and records from last audit ending May 31, 1946 to December 31, 1946.

There being no further business, the meeting adjourned.

V. O. Isenhour, Supt.

Feb. 18, 1947
Elizabeth City, N. C.

The regular monthly meeting of the Board of Trustees of the Albemarle Hospital was held Tuesday evening Feb. 18, 1947 at 8:00 O'clock in the Library Room, with the following members present: Messrs. Cecil Reel, John H. Hall, R. L. Parker, Charles W. Ward, S. G. Etheridge, Jerry J. Hughes, Noah Burfoot and W. B. Foreman, Chairman presiding.

(1) The minutes of the regular January meeting and the call meeting Feb. 5, 1947 were read and approved.

(2) The application of Dr. George H. Wadsworth for the privileges of the hospital for major and minor surgery on patients referred by the Doctors in the Ahoskie area during the time the hospital at Ahoskie is being completed, and as outlined in his letter of Feb. 1, 1947 to Mr. W. B. Foreman was presented to the board.

After a careful study of his qualifications, motion was made that the privileges of the hospital for major and minor surgery be granted according to his request, subject to the rules and regulations of the hospital, and in conformity to the ethics of the

medical profession. Motion carried, and the Superintendent was instructed to inform Dr. Wadsworth by wire, confirming same by a letter. The Supt. was also instructed to wire Mr. Noah Garrett at Ahoskie appraising him of the action of the Board regarding Dr. Wadsworth application.

(3) On motion the application of Dr. William Hersey Davis, Jr. was referred to the Supt. to check on qualifications and to be turned over to Mr. S. G. Etheridge to be presented to the medical staff for their approval. Motion carried.

(4) On motion the Supt. was instructed to send a copy of revised by-laws and regulations to Dr. W. S. Rankin, Director of the Duke Endowment for his criticisms and comments. Motion carried.

There being no further business to transact the meeting adjourned.

V. O. Isenhour, Supt.

March 18, 1947
Elizabeth City, N. C.

The regular monthly meeting of the Board of Trustees of the Albemarle Hospital was held Tuesday evening, March 18, 1947 at 8:00 o'clock in the Library Room, with the following members present: Messrs. John H. Hall, J. J. Hughes, S. G. Etheridge, Cecil Reel, R. L. Parker and W. B. Foreman, Chairman presiding. Dr. R. H. LeGrand, representing the Medical Staff was also present.

(1) The minutes of the last regular meeting were read and approved.

(2) Motion made and seconded, that the Superintendent confer with Mr. J. B. Flora, Chief of the City Fire Department, relative to the possibility and cost of securing 1-1/2" fire hose and necessary couplings and nozzles to be installed in the hospital on each floor, where outlets are provided to main riser. Motion Carried.

(3) The application of Dr. L. Everett Sawyer for the privilege of practicing internal and external medicine in the hospital was presented, and his credentials and qualifications checked. On motion, Dr. Sawyers application was passed to a committee from the Board of Trustees composed of Messrs. S. G. Etheridge, Chas. W. Ward and John H. Hall, for their study and approval. Motion carried.

(4) After a careful consideration of the rates paid the hospital for treating indigent cases sent to the hospital by the County of Pasquotank and the City of Elizabeth City, it was deemed advisable to petition the governing bodies of each the County and City for an increase in rate on all such cases, to $5.20 per day, same as rate that is being paid by adjoining counties. On motion, the Superintendent was instructed to present this matter to the Chairman of the Board of County Commissioners and the Mayor of the

City of Elizabeth City, and send copies of his letters to Messrs. J. J. Hughes, S. G. Etheridge, and Cecil Reel. Motion carried.

(5) The manner in which Dare County is failing to meet their obligations to the hospital on indigent cases sent in for treatment was brought to the attention of the Board. After considerable discussion, motion was made that, The Superintendent write each member of the Board of County Commissioners of Dare County, calling this delinquency to their attention, and furnish each of the members of the Board of County Commissioners with list of indigent patients covered by the amount due the hospital. Motion carried.

There being no further business, the meeting adjourned.

V. O. Isenhour Supt
V. O. Isenhour, Supt.

Elizabeth City, N. C.
April 22, 1947

The regular monthly meeting of the Board of Trustees of the Albemarle Hospital was held Tuesday evening, April 22, 1947 at 8:00 o'clock in the Library Room of the hospital, with the following present: Messrs. John H. Hall, J. J.Hughes, Chas. W. Ward, S. G. Etheridge, Cecil Reel, R. L. Parker, and W. B. Foreman, Chairman presiding.

(1) The minutes of the last meeting were read and approved.

(2) Motion was made that the account of Dare County be referred to the County and City attorneys for collection. Motion carried.

(3) The Superintendent reported that fire hose had been purchased and installed on each floor of the hospital.

(4) The application of Dr. William Hersey Davis, Jr. for the privilege of practicing Pediatrics, and Dr. Logan Everett Sawyer for the practice of internal and external medicine were approved, and on motion they were elected members of the Hospital Medical Staff.

(5) The Superintendent was instructed to write to several hospitals in this part of the state, and secure a schedule of salaries paid registered and graduate general duty nurses.

(6) The Chairman appointed Messrs. Cecil Reel and Chas. W. Ward on a Committee to make a survey of the street leading into the front entrance of the hospital grounds, and make whatevere recommendations they may see fit to the City Council, with a view of increasing parking space.

There being no further business, the meeting adjourned.

V. O. Isenhour, Supt.

****** The auditors report for 1946 was presented to the Board for their consideration, and the Superintendent was instructed to request five more copies from the Auditors, in order that each member of the Board may have a copy.

Elizabeth City, N. C.
May 20, 1947

The regular monthly meeting of the Board of Trustees was held Tuesday evening, May 20, 1947 at 8:00 O'clock in the Library Room with the following members present: Messrs. J. J.Hughes, S. G. Etheridge, Cecil Reel, R. L. Parker, J. Carter Perry and W. B. Foreman, presiding.

(1) Mr. J. Carter Perry was welcomed as anew member of the Board of Trustees.

(2) Minutes of previous meeting were read and on motion declared approved.

(3) Motion was madethat a copy of the proposed by-laws and rules and regulations be referred to each member of the Medical Staff for their consideration and comments. Motion carried.

(4) Mr. Reel reported that the committee appointed in last meeting to study parking problems in the hospital area had conferred with the City Authorities, and that a more complete report would be made when both he and Mr. Ward could be present.

(5) Consideration and study of the Auditors report for 1946 was postponed until the next meeting.

There being no furthe business, the meeting adjourned.

V. O. Isenhour, Supt.

Elizabeth City, N. C.
June 17, 1947

The regular monthly meeting of the Board of Trustees was held in the Library Room at the Hospital, Tuesday evening, June 17, 1947, at 8:00 o'clock, with the following members present: Messrs. John H. Hall, J. J. Hughes, Chas W. Ward, Sr., Cecil Reel, R. L. Parker, J. Carter Perry and W. B. Foreman, Chairman presiding.

The minutes of the last regular meeting were read, and on motion were ordered approved.

On motion, the Superintendent was instructed to write the Shepard Elevator Co. at Cincinnati, Ohio, by registered mail with return receipt attached, asking for a reply to our requests to them for a manual or blue print of our elevator.

Mr. Chas W. Ward requested some more time for his committee on parking area for the hospital.

The Chairman appointed Mr. Cecil Reel as a committee of one to confer with Mr. A. H. Outlaw of the Public Welfare Department, regarding the case of Mr. Jack Russell, relative to the possibility of getting the case re-opened for assistance from the Welfare Department.

Motion was made and seconded, that the matter of getting notes from patients being discharged from the hospital that were unable to pay their bills, be left to the discretion of the Superintendent. Motion carried.

Motion was made and seconded, that the Chairman appoint a committee from the members of the Board of Trustees, which together with the Superintendent is to confer and report back to the Board, suggested changes, if any, in our tentative by-laws rules and regulations. The motion carried, and the Chairman appointed the following on the Committee: Messrs. John H. Hall, S. G. Etheridge and Chas W. Ward.

On motion, duly seconded, the Superintendent be instructed to request Mr. Geo. F. Hill, Chairman of the Building Committee to transfer to the hospital checking account, the balance of $165.08 still carried in the Building Fund. Motion carried.

Motion was made and duly seconded, that the firm of Bundy & Moran be requested for statement of approximate cost of changing our system of bookkeeping from a cash basis to accrual basis. Said estimate to cover cost of records and work involved. Motion carried.

There being no further business to transact, the meeting adjourned.

W. B. Foreman
C. J. Reel

V. O. Isenhour, Supt.

A.5396

The regular monthly meeting of the Board of Trustees was heldTuesday evening, Oct. 21, 1947 at 8:00 o'clock in the hospital Library Room with the following members present: Messrs. J. Carter Perry, John H. Hall, R. L. Parker, S. G. Etheridge, Cecil C. Reel and W. B. Foreman, Chairman presiding.

(1) The minutes of the last meeting held June 17, 1947 were read and ordered approved.

(2) The application of Dr. J. L. Shipley for admission to the Medical Staff as an Eye, Ear, Nose and Throat specialist was read, and upon approval was turned over to Mr. S. G. Etheridge to deliver to the committee of the Medical Staff for their approval.

(3) On motion made and duly seconded, the action taken Aug. 12, 1947 by Vice-Chairman John H. Hall and V.O. Isenhour Supt. to arrange with The First & Citizens National Bank to authorize the signature of James B. Ridenour for Treasurer on hospital checks in the place of F. J. Timberlake was approved, and the Superintendent was instructed to inform the Bank of this action.

(4) After some discussion of the long and faithful service of Dr. W. A. Hoggard, Sr. to the people of this vicinity and of his interest and attitude to this hospital a motion was made and seconded that he be extended the full privileges of a Staff Member for the practice of Medicine and Obstetrics. Motion carried unanimously, and the Supt. was instructed to inform Dr. Hoggard of this action.

(5) Motion was made and seconded, that the Superintendent write Dr. W. A. Hoggard, Jr. of Manteo, N. C., Dr. J. H. Barkwell of Weeksville, Dr. John A. Payne of Sunbury and Dr. C. N. Wright of Jarvisburg extending them an invitation to visit and observe operations at any time they may have patients in the hospital, and express to them our appreciation of their co-operation and interest in Albemarle Hospital. Motion carried.

(6) The matter of hospital bill of March 29, 1947 for Mrs. Charlotte Fearing, former Superintendent was discussed, and in recognition of the long and loyal services of Mrs. Fearing to this hospital a motion was made and seconded that the Superintendent be instructed to make a full refund of said hospital bill. Motion carried unanimously.

(7) On motion the Superintendent was instructed to prepare a list of all unpaid accounts due the hospital for the years 1945 and 1946 and turn them over to W. W. Cohoon attorney for collection. Motion carried.

(8) Motion was made by Mr. John H. Hall and seconded by Mr. R. L. Parker, that the Chairman of the Board of Trustees write the County and City governments asking to jointly subsidize the hospital at this time in the amount of $5,000.00 to be used in paying outstanding bills for hospital supplies

and fire insurance. Motion carried.

There being no further business, the meeting adjourned.

V. O. Isenhour, Supt.

W. B. Foreman

C. J. Reel

Elizabeth City, N. C.
November 18, 1947

The regular monthly meeting of the Board of Trustees was held Tuesday evening, November 18, 1947 at 8:00 O'clock in the Library Room with the following present: Messrs. John H. Hall, Charles W. Ward, Sr., S. G. Etheridge, R. L. Parker, J. J. Hughes, C. J. Reel and W. B. Foreman, Chairman presiding.

The minutes of the last meeting were read and ordered approved.

Dr. W. H. C. White, Chairman of the Medical Staff came in for a short visit, and asked the Board to consider equipping an Autopsy Room in the near future.

The application of Dr. J. F. Suermann, U. S. Naval Air Facility, for courtesy privileges on the Service of Medicine, Obstetrics and Minor Surgery was accepted, subject to the approval of the Medical Staff.

Motion was made that the City and County attorneys be requested to write the attorney for Dare County, asking his assistance in getting payment of hospital bills. Motion carried.

There being no further business the meeting adjourned.

V. O. Isenhour, Supt.

A5396

Elizabeth City, N. C.
December 16, 1947

The regular monthly meeting of the Board of Trustees was held Dec. 16, 1947 at 8:00 o'clock in the Library Room with the following members present: Messrs. J. Carter Perry, R.L. Parker, S. C. Etheridge, Charles W. Ward,Sr., J. J. Hughes and W. B. Foreman, Chairman presiding.

The minutes of the last meeting were read and approved.

Dr. W. H. C. White, representing the Medical Staff was present for a brief discussion pertaining to the welfare of the hospital.

The application of Dr. John L. Shipley was approved by the Medical Staff and returned for the hospital files.

Motion was made and seconded thatall hospital employees be given a Christmas bonus; white employees to receive $10.00 and colored employees to receive $5.00. Motion carried.

In view of the constantly increase in cost of labor and hospital supplies it was considered advisable to raise our rates for room board, beginning on and after Jan. 1, 1948. These new rates represent an increase of .50 cents per day on four bed, two bed and some of the smaller private rooms; 1.00 per day on all water front rooms and all rooms on the fourth floor. Schedule of new rates are attached.

There being no further business the meeting adjourned.

V. O. Isenhour, Supt.

Elizabeth City, N. C.,
March 9, 1948

A meeting of The Board of Trustees of The Albemarle Hospital was held on Tuesday evening, March 9, 1948 in the Library Room at 8:00 o'clock P. M., with the following members present; Messrs. J. Carter Perry, Jno. H. Hall, R. L. Parker, Chas. W. Ward, Sr., S. C. Etheridge, J. J. Hughes, Cecil Reel and W. B. Foreman, Chairman presiding.

The minutes of the meeting held Dec. 16, 1947 were read and approved. (No meetings were held in January and February of this year)

Mr. Jno. H. Hall made a report for the Committee appointed to provide a suitable placque in recognition of the services of Mr. Geo. F. Hill, stated that the placque would be ready for installation in the very near future.

On motion, the application of Dr. C. Fletcher Bailey for admission to the Medical Staff of the hospital was deferred until routine requirements were met. Motion carried.

The matter of Nurses salaries was deferred until a later meeting.

Motion was made and seconded that, the Superintendent write the Dare County Superintendent of Public Welfare and each member of the Dare County Commissioners, notifying them that unless their account for the treatment of indigent patients be decreased by an appreciatable amount by April 15, 1948 and some definite assurance as to the orderly liquidation of the balance due this hospital for the treatment of indigent

patients, that we will be compelled to ask that they refrain from sending any more of Dare County patients to us for treatment. Motion carried.

There being no further business, the meeting adjourned.

V. O. Isenhour, Supt.

W. B. Foreman
C. J. Reel

Elizabeth City, N. C.
April 20, 1948

The regular monthly meeting of the Board of Trustees of the Albemarle Hospital was held Tuesday evening April 20, 1948 at 8:00 o'clock in the Library Room with the following members present: Messrs. R. L. Parker, J. Carter Perry, J. J. Hughes, S. G. Etheridge, John H. Hall, Cecil Reel and W. B. Foreman, Chairman, persiding.

The minutes of the meeting held March 9, 1948 were read and approved.

Motion was made and seconded that all unpaid accounts be turned over to Collection Agency after remaining inactive for 90 days. Motion carried.

Motion was made and seconded that all regular nurses be given a $5.00 per month increase in Salary beginning as of April 1, 1948.

On motion, the application of Dr. C. Fletcher Bailey for the privilege of practicing medicine in our hospital was approved, and the Superintendent was instructed to advise Dr. Bailey of this action.

There being no further business the meeting adjourned.

W. B. Foreman
C. J. Reel Sec.

V. O. Isenhour, Supt.

A5396

Elizabeth City, N. C.
May 18, 1948

The regular monthly meeting of the Board of Trustees was held Tuesday evening May 18, 1948 with the following members present: Messrs. Cecil R. Reel, J. Carter Perry, John H. Hall, Charles W. Ward, Sr., R. L. Parker and W. B. Foreman, Chairman presiding.

The Board met with the Nurses in the Nurses Home, and after some informal discussion of our mutual problems adjourned to the Library Room in the hospital.

Minutes of the last meeting were read and approved.

After some discussion of rates for indigent cases applying to the adjoining counties, the following motion was made and seconded. That the Chairman in the name of the Board of Trustees be requested to write to the several counties sending patients to our hospital addressing letter to Chairman of Board of County Commissioners suggesting to them the possibility of setting up larger amount in their budget for the care of indigent patients, sending copy to County Auditors. Motion Carried.

Motion made that we have a locked box for Employees Suggestions. Said box to be kept in dining room. Motion Carried.

There being no further business the meeting adjourned.

W. B. Foreman
C. J. Reel

V. O. Isenhour
V. O. Isenhour, Supt.

The regular monthly meeting of the Board of Trustees was held Tuesday evening June 15th 1948 at 8:00 o'clock in the Library room at the hospital, with the following memebrs present; Messrs. J. Carter Perry, R. L. Parker, S. G. Etheridge, J. J. Hughes, Cecil J. Reel and W. B. Foreman, Chairman presiding.

The minutes of the last regular meeting were read and order approved.

The application of Dr. Robert G. Rosser, Jr. for the privilege of practicing minor and major surgery and Urology was accepted, and the Superintendent was instructed to pass same on to the Committee from the Medical Staff for their approval.

The Auditors feport for 1947 was presented to the members of The Board, for their study and discussion at a later meeting.

There being no further business the meeting adjourned.

V. O. Isenhour
V. O. Isenhour, Supt.

W. B. Foreman
C. J. Reel

Elizabeth City, N. C.
Sept. 21, 1948

A meeting of the Board of Trustees was held Tuesday evening Sept. 21, 1948 at 8:00 o'clock in the Library Room with the following members present; Messrs. J. Carter Perry, Noah Burfoot, John H. Hall, R. L. Parker, J. J. Hughes, Cecil J. Reel, S. G. Etheridge, and W. B. Foreman, Chairman presiding.

The minutes of the meeting held June 15, 1948 were read and ordered approved.

The application of Dr. Alan F. Thometz, Medical Officer U.S. Coast Guard Air Station, Elizabeth City, N. C. For Courtesy privileges in Medicine and Obstetrics was presented and on motion duly seconded, said privileges were granted and the Superintendent was instructed to advise Dr. Thometz of this action.

On motion duly seconded, the Superintendent was authorized to take immediate step to secure an additional Oxygen Tent.

Motion was made by Mr. Hall and seconded by Mr. Perry that the salary of Superintendent V. O. Isenhour, be increased in the amount of $37.50 per month, beginning Oct. 1, 1948. Motion carried.

There being no further business, the meeting adjourned.

W. B. Foreman V. O. Isenhour
V. O. Isenhour, Supt.

A meeting of the Board of Trustees was held, Tuesday evening, Nov. 16, 1948 at 8:00 o'clock in the Library Room with the following members present: Messrs. J. Carter Perry, John H. Hall, R. L. Parker, S. G. Etheridge, Chas. W. Ward, Sr. and W. B. Foreman, Chairman, presiding.

The minutes of the meeting held Sept. 21, 1948 were read and on motion, ordered approved.

A committee from the local Lions Club came before the board with reference to the Hospital furnishing space for a concession stand to be operated by some blind person or persons. After a brief discussion Motion was made by Mr. Ward and seconded by Mr. Hall that a small space on second floor near the Sun Parlor be granted the Lions Club as per their request for their work with the blind, and that the merchandise sold at this stand be under the control of the hospital management. Motion Carried.

Motion was made and duly seconded, That the hospital give all employees a Christmas bonus of $10.00 to white employees and $5.00 to colored employees as has been the custom for several years past. Motion carried.

Motion was made and duly seconded that the chairman appoint a Committee of one to look into the possibilities of organizing a Women's Auxiliary to the hospital and report back at next meeting. Motion carried, and the Chair appointed Mr. J. Carter Perry to this committee.

There being no further business, the meeting adjourned.

W. B. Foreman V. O. Isenhour
V. O. Isenhour, Supt.

15396

MINUTES OF THE GENERAL STAFF OF THE

ALBEMARLE HOSPITAL,INC.

Meeting of the Genearl Staff and the Trustees was held in Christ Church Parish House,July 30,1929 at 8 P.M. with the following present;

Staff; Dr.I.A.Ward, Dr.J.H.Barkwell, Dr.W.A.Peters, Dr.W.W.Sawyer, Dr.Mora Bulla, Dr.R.L.Kendricks, Dr.W.H.C.White, Dr.C.B.Williams, Dr.John Saliba

Trustees; W.O.Saunders, Jerome Flora, G.F.Hill, S.W.Gregory, John H.Hall,Jr., A.B.Houtz

Chairman W.O.Saunders explained that the main business of this meeting was to organize the Staff, and to draw up and approve a Constitution,By-Laws and Rules for the staff.

Dr.W.W.Sawyer was elected Temporary President.
A.B.Houtz was elected Temporary Secretary

Dr.Sawyer assumed the chair on on motions duly made and seconded the following Officers of the Staff were elected for the ensuing year;

President	Dr.I.Fearing
Vice.Prest.	Dr C.B.Williams
Secretary	Dr.W.A.Peters

On motion duly made and seconded the President was ordered to name a committee to draft and recommend a suitable set of By-Laws and Rules for the Medical and Surgical Staff, and to report same to the Staff for action thereon Thursday night Aug.I,1929 at 8 P.M. at Christ Church Parish House.

The President appointed on this Committee Dr.Mora Bulla.Dr.R.L.Kendricks and Dr.J.H.Barkwell.

There being no other business the meeting adjourned.

A B Houtz Temp. Secy.

A5396

Elizabeth City, N.C.
Aug. 1, 1929.

Meeting of the General Staff of the Albemarle Hospital Inc. was this day held in Christ Church Parish House at 8 P.M. with the following present;

Dr. I. Fearing
Dr. W. H. C. White
Dr. H. D. Walker
Dr. C. B. Williams
Dr. John Saliba
Dr. Mora Bulla
Dr. R. L. Kendricks
Dr. W. W. Sawyer

and from the Trustees; G. F. Hill and A. B. Houtz.

President I. Fearing asked for a report from the Committee on Rules and By-Laws for the General Staff and Chairman Mora Bulla read the suggested Constitution, By-Laws and Rules as formulated by the Committee.

After discussion and revision it was moved and seconded that they be approved and adopted and a copy be inserted in the Minute Book immediately after the minutes of this meeting. Carried.

Attention of the Staff was called to certain changes in the General By-Laws made by the Trustees. On motion and second these changes were approved.

Letter from Dr. Barkwell was read asking that he be transferred from the General Staff to the Visiting Staff.
On motion his request was granted.

On motion the following assignments were made to the several departments of staff, but assignments of the members not present was deferred till a later meeting;

Medicine Drs. Fearing, Walker and Williams
Surgery Drs. Bulla, Saliba and White
Eye, Ear, Nose & Throat Dr. W. W. Sawyer
Obstetrics Drs. Kendricks, Walker & Fearing
Pediatrics Dr. Kendricks
X-Ray Department Dr. Fearing

On motion duly carried the monthly meeting of the Staff was set for the First Thursday of each month at 8 P.M. at the Hospital.

There being no further business the meeting adjourned.

Temp. Secy.

CONSTITUTION, BY-LAWS AND RULES OF THE GENERAL STAFF OF THE ALBEMARLE HOSPITAL

NAME:
The name of the organization shall be the GENERAL STAFF OF THE ALBEMARLE HOSPITAL.

AIMS:
The chief aims of the organization are to secure and maintain high standards of medical, surgical and nursing efficiency in the hospital, and thus promote the welfare of the patients and nurses coming under its influence, and aid in the scientific advancement of its members.

GOVERNMENT:
The General Staff of the Albemarle Hospital and all medical and scientific work carried on therein, shall be governed by these by-laws and by such rules and regulations consistent therewith as may be enacted from time to time by or under the authority and with the approval of the Board of Trustees.

MEMBERSHIP:
The General Staff shall consist of all those white physicians and surgeons who may be appointed by the Board of Trustees to serve the hospital in any capacity.

QUALIFICATION FOR MEMBERSHIP:
Membership upon the General Staff shall be restricted to white physicians, surgeons and dental surgeons of good character and professional standing, who are competent in their respective fields; who adhere to the minimum standards of the College of Surgeons and to the code of ethics of the American Medical Association; and who signify their willingness to abide by the by-laws, rules and regulations of the Albemarle Hospital.

2. APPOINTMENTS: Appointments to the General Staff shall normally be made by the Board of Trustees annually in the month of June or so soon thereafter as possible; shall run until the making of the Staff appointments for the following year; and shall be subject to reappointment as of course, following faithful and efficient service, provided, however, that special appointments shall be made at any time in the discretion of the Board of Trustees. Appointment to this Staff shall be restricted to white physicians and surgeons, who are residents of Pasquotank County and who shall serve without remuneration from the hospital. Recommendations for Staff appointments shall be made to the Board of Trustees by the ~~Executive Committee~~ after due consideration of such appointments with the ~~Staff Executive Committee~~. by the Gen Staff.
by the General Staff.

3. VISITING STAFF: The visiting Staff shall consist of those white physicians and surgeons of the near-by Albemarle counties subject to the qualifications of the General Staff, who shall have the privileges of the hospital for the treatment of private cases, and shall be extended all the conveniences of the institution.
facilities & Courtesies

DIVISIONS OF STAFF:
The General Staff of the Albemarle Hospital shall consist of the following divisions:

1. Medicine —
2. Surgery and General
3. Eye, ear, nose and throat
4. Obstetrics
5. Pediatrics
6. X-ray Department

The members of the General Staff shall be appointed by the Board of Trustees on recommendation of the Medical ~~Council~~ Staff. Staff

OFFICERS: DUTIES:
The officers of the General Staff shall consist of President, Vice-President and a Secretary. The President shall preside at all meetings or in his absence the Vice-President. The Secretary shall take the minutes of the meetings and keep a record of the same and perform such other duties as pertain to his office. The officers shall be elected at the first Staff meeting in July of each year, or as soon thereafter as possible, and shall hold office for one year or until their successors are appointed.

MEETINGS:
The Staff shall hold monthly meetings for the purpose of scientific discussion and for the consideration of matters concerning the welfare of the hospital.

ABSENCE FROM MEETINGS:
Any member who shall absent himself from three consecutive meetings in any one year without an acceptable excuse shall thereby be eliminated automatically from the Staff.

SPECIAL MEETINGS: QUORUM:
Special meetings shall be called by the President of the Staff at the request of any three members who may ask the President to call a special meeting of the Staff. One third of the total membership shall constitute a quorum.

PHYSICIANS NOT ON STAFF:
All physicians, other than those appointed on the Staff, desiring to practice in the hospital, must be approved, except in case of grave emergency, by the Medical Committee and must conform to the rules of the hospital.

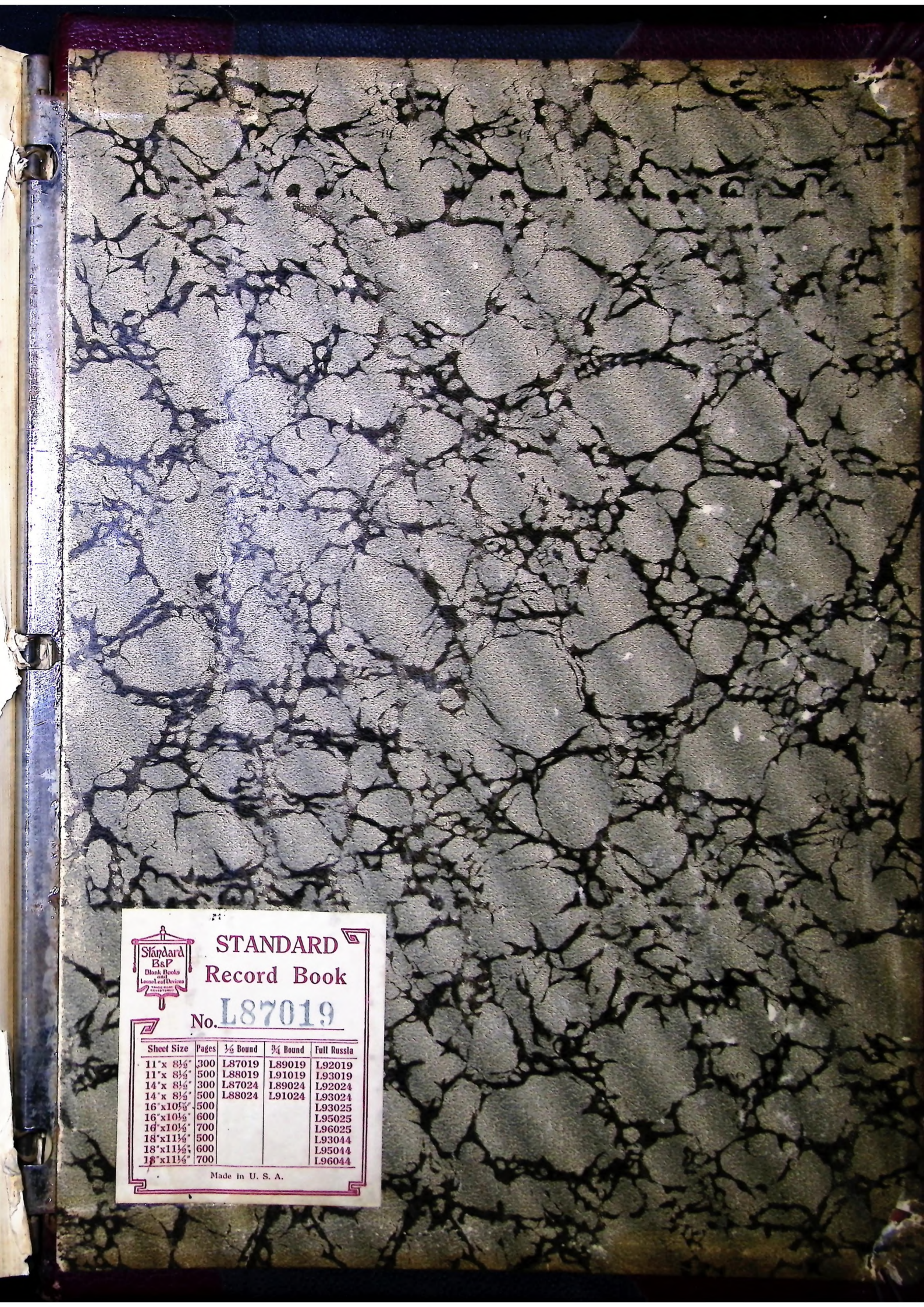
COMMITTEES:
The following committees shall be appointed by the President, each composed of two members:

1. Operating Room, (rules and technique)
2. History and Records
3. Laboratory
4. X-ray laboratory
5. House & dietetics

6 Executive Comm of 3 members. 6. Executive committee of 3 members.

and such other committees as occasion may demand. The committees shall serve during the term of the President.

AMENDMENTS:
This consitution may be proposed for amendment at any regular meeting by two thirds vote of staff members present, providing notice of such proposed change has been presented in writing at a previous regular meeting and printed upon the card notice for the meeting at which action is to be taken. Such amendment recommendations become effective when approved by the Board of Trustees.



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